BME Design Courses
Poster Session Guidelines

General Information

- The poster session will be held in the atrium of the Engineering Centers Building on the penultimate class day of the semester from 12:05-2:05 pm. Guidelines for preparing posters are included below.

- Please invite your client to the poster presentation.

- During the poster session, at least two team members must stand by the poster at all times.

- The instructors will schedule a presentation period during the poster session for each group. During this period, all team members must be present. Students should prepare an oral summary to be presented to the instructors and be prepared to answer questions. Prototypes should be demonstrated during this period.

- During the poster session, each student must view at least three other posters and fill out a short evaluation for each poster, to be handed in at the end of the period. Failure to hand in evaluations will adversely affect your grade.

Preparing your Poster Presentation

- Your poster should cover the KEY POINTS of your work. The ideal poster is designed to 1) attract attention; 2) provide a brief overview of your work; and 3) initiate discussion and questions.

- Make your poster attractive. Think about what attracts you to posters and other visual displays. Wherever possible, use pictures, diagrams, cartoons, figures, etc., rather than only text.

- Make your poster as self-explanatory as possible. This will save your time for discussions and questions.

- The title of your poster should appear at the top in CAPITAL letters at least 50 mm (2") high. Below the title, put the author(s)' name(s) and affiliation(s). The smallest text on your poster should be at least 9 mm (3/8") high, and the important points should be in a larger size.

- Poster stands with corkboard will be provided for all poster sessions. They measure 122 cm tall x 182 cm wide. Your advisors will provide push pins for posting your material on the board.

- Carefully prepare your poster well in advance of the presentation. There will be no time or materials available for last minute preparations. If you think you may need certain materials (i.e. extension cord), BRING THEM WITH YOU.

- Methods of printing and creating your poster – the cost is the responsibility of the students; the department does not pay for poster printing and you should not expect your client to pay for the poster.

- Posters can be printed at [College (Helen C. White) Library](#). Other off campus companies exist as well. The cost ranges from $30-$90. Be sure to have them printed early as everyone might be trying to print at the same time.
- There are also [plotters in EH and ME](#) if you prefer to use your CAE credits. In this case, posters need to be printed in two parts (instructions courtesy of Joey Labuz)
  - Have your poster split into two sections (2 files or 2 separate slides)
  - For each section, select print, then under properties/>paper/quality/>paper options /> custom size, enter your poster dimensions (long one first, 56" x 24" for example)
  - Print it and put the two sides together
- An economical poster can also be made by printing individual powerpoint slides and overlaying them on letter-sized colored construction papers.

- See examples of effective posters in ECB 1070 – BME Design – Fab Lab (Green Room).

Presenting your Poster

- Your poster stand will be available in the Atrium of ECB one hour in advance of the poster presentations. **Return the poster stand** to the storage room at the back of the Tong Auditorium (1003 ECB) after the poster session.

- **If you need a table for your poster presentation, use and share ones that can be found in the atrium. DO NOT take tables from any other area of the building. Only take a table if you absolutely need one.**

- **Note that both the poster stands and tables have wheel locks. Make sure that the wheel locks on each wheel are disengaged (in the up position) prior to moving them.**

- If you require audio-visual equipment to aid your poster presentations, make sure that it serves to highlight an important topic, and is not the presentation itself. You must arrange for any equipment such as laptops and extension cords yourselves.

- All project team members must attend and participate in the poster presentation and discussion.

- Aisles between posters must be kept clear of any chair or other items that may obstruct the flow of traffic of people through the poster area.

Poster Contents

- At a minimum your poster should have the following information:
  - Title
  - Authors, Advisor, Client
  - Abstract
  - Problem Definition:
    - Motivation
    - Background
  - Design Criteria
  - Final Design: Progress and Results
  - Future Work
  - References

- Layout and organization should be logical and easy to follow. Remember that all graphs, charts and diagrams must have a figure legend with axes correctly labeled, and including dimensional units, values, and scale (if any).