



U.S. Wheat & Barley
Scab Initiative

Virtual Poster Preparation Guidelines

POSTER CONTENT

Ideally a poster should be designed to tell a story of your research project. Key points to consider:

- What question(s) did you ask in your research, how did you answer the question(s), and what do you conclude from your findings?
- Where is the research currently at? Is this the end of the project, or one step in the process?
- What have you learned?
- What is the key message you want your audience to remember?

POSTER DESIGN

- Keep your title short and interesting
- Include your name and the name of all your collaborators
- Be concise
- Use clear text that is easy to read, choose a font that is simple and easy to view
- Bullets, numbering, and headlines make the poster easier to read
- Add graphs, charts, and photos with color
- Make your layout clear and consistent, content should “flow” logically to the reader
- Include acknowledgements

POSTER CREATION

The most common software for creating a poster is PowerPoint. However, posters can be made in Google Slides or KeyNote. Your complete Poster submission should include the following:

1. **Abstract**, maximum of 400-word count, no charts/graphs
2. **Poster file** as **.png** file, maximum file size of 20MB (an image file is required for the poster upload, simply go to "Save as" in PowerPoint and change the file type to .png file and save to create this file type)
3. **Video recording**, as an **.mp4**, of your 2-3 minute presentation of your poster, maximum file size of 100MB (see tips for recording on following pages)

ONSITE POSTER SPECIFICATIONS

- Dimensions: Maximum final printed poster size of 46” wide x 45” tall.
- Poster’s must be printed and presented in person at the National Fusarium Head Blight Forum.
- Poster authors are responsible for bringing a printed copy with them, printing services are not available onsite.

Creating Your Poster

PowerPoint

1. Begin by creating a single (1-slide) presentation – choose a blank slide. (Note: the entire poster will be one slide only.)
2. Adjust the slide size to a maximum of 46" wide x 45" tall by selecting "Slide Size" underneath the Design ribbon.
3. Insert text, photos, charts, etc. that aid in explaining your research. Make sure to save your work multiple times while you are working on it.
4. When you are finished save a copy as a **.png** file no larger than 20MB. Go to "Save as" in PowerPoint and change the file type to .png file and save to create this file type.
5. Upload your file using the NFHB Forum submission form.
6. Print your poster to bring to the meeting.

Google Slides

1. Go to slides.google.com in your browser.
2. Click the "+" symbol to start a new blank slideshow.
3. In "File / Page Setup", choose "Custom" and set the size of your slide to a maximum of 46" wide x 45" tall or smaller if desired.
4. In "Slide / Apply Layout" choose "Blank".
5. Insert text, photos, charts, etc. that aid in explaining your research. Make sure to save your work multiple times while you are working on it.
6. When you are finished, choose "File / Download" and save a copy as a **.png** file no larger than 20MB.
7. Upload your file using the NFHB Forum submission form.
8. Print your poster to bring to the meeting.

Poster Video Guidelines

Create a video to accompany your poster that presents the highlights of your poster as if you were in an in-person poster session. Your video should be between 2-3 minutes maximum.

1. Your video should narrate the findings of your research including:
 - Project goals/objectives
 - Materials and methods
 - Conclusion (what you learned)
2. Recording tools:
 - [Zoom](#)
 - [PowerPoint](#)

3. Recording tips - Here are a few ways to effectively present your poster:
 - Present your entire poster in PowerPoint using the main screen where you can zoom into the different areas. (Do not use presentation mode as you cannot zoom in on the small font.)
 - Present your poster as an image using your **.png** file and image viewing software to view and zoom into the different areas.
 - Create a separate PowerPoint slide presentation outlining your research on a series of slides.
 - Make sure to do an audio (no breakups, clear sound) and video check (no shadows, good lighting, good distance from screen) via practice recording.
 - When you are ready to begin start the recording.
 - Make sure your camera view is on so the audience can see you speaking while your poster is on screen.
 - Introduce yourself and your poster. Make sure to include the important pieces of information outlined above (i.e. objectives, materials/methods, etc.).
 - Once you're finished speaking, stop the recording.
4. Watch your video and make sure there is nothing you would like to fix.
5. Upload your final video file using the NFHB Forum submission form. The video file should be saved as an **.mp4** and no larger than **100MB**.