



U.S. Wheat & Barley
Scab Initiative

Virtual Poster 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 and is easy to read. Choose a font that is simple and easy on the eyes.
- Bullets, numbering, and headlines make the poster easier to read.
- Add graphs, charts, and photos with color.
- Make your layout clear and consistent. The research 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 Presentation should include the following:

1. **.png** file upload of your poster. Maximum file size of 20MB.
2. **.mp4** video recording of your 2-3 minute presentation of your poster. Maximum file size of 100MB.

POSTER SPECIFICATIONS

- Dimensions: Maximum final poster size of 46” wide x 45” tall. Poster’s must be printed and presented in person at the National Fusarium Head Blight Forum.



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1. File Format: your final poster file must be saved as a **.png** file and uploaded file using the NFHB Forum poster uploading / abstract submission form and your poster number.
 - The virtual poster file may not exceed **20MB**.

Creating Your Poster

PowerPoint

2. Begin by creating a single (1-slide) presentation – choose a blank slide. (Note: the entire poster will be one slide only.)
3. Adjust the slide size to a maximum of 46” wide x 45” tall by selecting “Slide Size” underneath the Design ribbon.
4. 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. When you are finished save a copy as a **.png** file no larger than 20MB.
5. Upload your file using the NFHB Forum poster uploading / abstract submission form and your poster number.
6. Print your poster to bring to the meeting.

Google Slides

1. Go to workspace.google.com/products/slides/ in your browser and sign in.
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. When you are finished, choose “File / Download” and save a copy as a **.png** file no larger than 20MB.
6. Upload your file using the NFHB Forum poster uploading / abstract submission form and your poster number.
7. 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.



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1. Your video should narrate the findings of your research including:
 - a. Project goals/objectives
 - b. Materials and methods
 - c. Conclusion (what you learned)
2. Recording tools:
 - a. [Zoom](#)
 - b. [PowerPoint](#)
3. Recording tips:
 - a. Here are a few ways to effectively present your poster:
 - i. 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.
 - ii. Present your poster as an image using your **.png** file and image viewing software to view and zoom into the different areas.
 - iii. Create a separate PowerPoint slide presentation outlining your research on a series of slides.
 - b. When you are ready to begin speaking, start the recording.
 - c. If you are using ZOOM, start screen sharing before starting the video.
 - d. Make sure your camera view is on so the audience can see you speaking while your poster is on screen.
 - e. Introduce yourself and your poster. Make sure to include the important pieces of information outlined above (i.e. objectives, materials/methods, etc.).
 - f. 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 video file using the NFHB Forum Submission form. The video file should be saved as an **.mp4** and no larger than **100MB**.