



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.

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.
- 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.



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- The virtual poster file may not exceed **20MB**.
- Presenting authors must bring a printed version of their poster to the NFHB Forum and are encouraged to bring an updated version of their poster to present during the in-person Poster Sessions.

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. When you are finished save a copy as a **.png** file no larger than 20MB.
4. Upload your file using the NFHB Forum poster uploading / abstract submission form and your poster number.
5. 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.