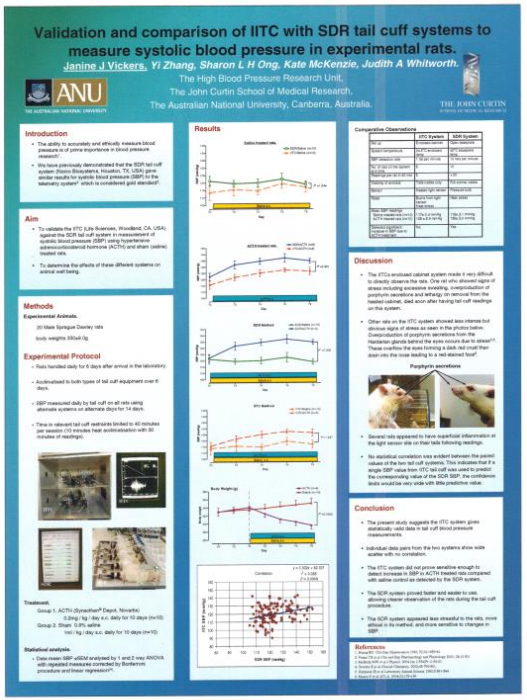
Australian National University



Conference poster production using PowerPoint

Summary

- Paper sizes and ANU requirements
- Elements of your poster
- Content requirements
- Design principles and recommendations
- PP Tools
- Printing

Size

- Check conference specifications for required size
- Standard size - 90cm x 120cm: Paper sizes
- Portrait or landscape
- Print at ANU Printing Service ql.anu.edu.au/i201
  - printing@anu.edu.au

Size of bottom margin

Example not to scale

Portrait comparison

A3 | 420x35mm

Portrait comparison

A2 | 594x37.5mm

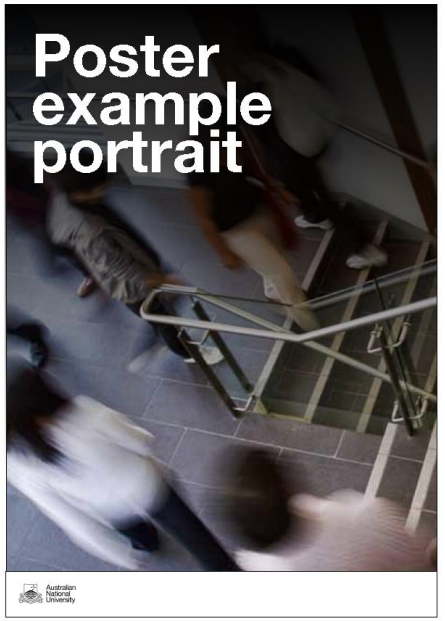
Portrait comparison

A1 | 841x40mm

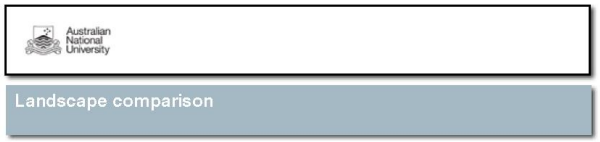
Portrait comparison

A0 | 1189x45mm

Size of bottom margin

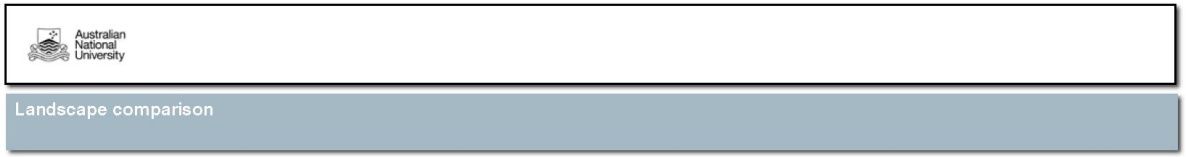


Example not to scale



A3 | 297x35mm

A2 | 420x37.5mm



A1 | 594x40mm

A0 | 841x45mm

ANU Requirements

- Margin at bottom of the poster (see above)
- Font
  - a clear font is Arial
  - no requirement to use it
  - ensure the typeface you use is readable
- ANU logo within margin
  - exact positioning required
  - Logo must be requested
- Submit the accepted conference poster
  - openresearch.anu.edu.au

Usage of the ANU logo

- Logo only provided if the poster is
  - to be presented outside the ANU
  - at a conference or similar event
- Supervisor must endorse logo use via email
- Following details are required
  - where the presentation will be held
  - size of the poster i.e. A0, A1, A2, A3
  - portrait or landscape
- For more information and for logo:
  - ql.anu.edu.au/7yy0

Elements - some

- Title
- Author list
  - often a research group
- Address
  - Dept name
  - School
  - College
  - The Australian National University, Canberra ACT
- Primary author email address
- ORCiD QR code ql.anu.edu.au/sk11
- Incorporate Creative Commons licence creativecommons.org.au
- Explanation of research and images
- References

Content

- Content order visually clear
- Sections might include
  - Introduction
  - Aim / Background
  - Methods and Results
  - Summary (Conclusion)
- Prepare text and images before placing in poster
  - can be edited once placed

Design 1

- Correct information is the most important requirement
  - but design helps to get the message across
- Columns – are usually measured in even amounts
  - 2 or 3 or 4 equal widths
  - Space (gutters) between columns
- If uneven widths are required
  - try to create a balance
    - 2 columns of equal width and 1 wider column
    - example: col 1 = 24 cm, col 2 = 24 cm, col 3 = 35 cm
    - allow for gutters between columns and margins

Design 2

- Images
  - size within an image program before placing
- Font size
  - title
    - 50 – 80 points (72 points = 2.54 cms or 1 old inch)
  - headings
    - 24 - 30 points
  - text
    - 20 to 24 points
- Lining up
  - secret of the design is to
    - make sure that elements are lined up with each other
    - not placed randomly

Design 3

- Backgrounds
  - don’t let backgrounds interfere with readability
- ANU Colours
  - ANU College of Medicine, Biology & Environment — Turquoise
    - Turquoise for monitor display — R0 G124 B146
    - ANU Deep Gold — R108 G77 B35
    - Charcoal — R51 G51 B51
    - Platinum — R172 G192 B198

Tools to Help

- The following assists with layout
  - calculator to work out measurements
  - PowerPoint ruler
  - grids
  - guides
  - snap to other objects
  - tip: draw boxes
    - size accurately
    - ‘align’ to assist in measuring up the page
    - position the guides against them
    - delete when page is structured

Tools 1

- Guides (toggle Alt+F9 to show or hide)
  - set in the vertical and horizontal centres
    - drag to move
    - control+drag generates a new guide
    - drag off slide to remove
- Ruler
  - zero point set in vertical and horizontal centres
    - not moveable
- Grid (toggle Shift+F9 to show or hide)
  - right click background for menu option > Grid and Guides
    - choose display and snap options
    - alt key overrides snap options
- Snap to objects
  - useful for lining up objects

Tools 2

- Align settings
  - Select objects > Drawing tools > Format > Align
    - align objects
    - distribute objects evenly

- Background
  1. Design tab > Background styles > Format background
  2. Choose solid or gradient or insert a picture
     - can use Transparency with a picture

Approximate printing costs

- ANU Printer
  - Format must be PDF
  - Unlaminated $66.00
  - Laminated $90.00
  - Cloth $85.00

Backups

- Backup regularly
  - file name with a running version number
    - poster_conf_1.pptx, poster_conf_2.pptx, poster_conf_3.pptx

Time Keeping

- Posters are time consuming to get right
  - text
  - layout
  - not to mention printing
    - at least 2 days notice to print
    - better to give preliminary booking of 1 or 2 weeks
- Give yourself time!

Summary

- Prepare text
- Prepare images
- Build poster structure
- Add text and graphics
- Book the Printer
- Print