HOW TO MAKE A POSTER

Powerpoint is generally a convenient way to make a poster. Create a blank slide, go to the Design tab, click on Page Setup, and enter in your desired dimensions. Then you can copy-and-paste in your information. If you need to change the dimensions, use Page Setup on the Design tab.

Note: the poster boards that will be used for the workshop are 30" x 40".

Alternatively you can find a poster template you like on the Web, download it, and modify from there. Several nice templates are available at:

http://www.posterpresentations.com/html/free_poster_templates.html

The templates at the above link also include helpful design tips and a quick-start guide.
Most importantly, just make sure your text isn't too small. It should be readable from a few feet away. (Don't go below 24pt font, except possibly in diagrams or references).
For printing, you will want to save your poster as PDF.

If you don't want to bring your poster with you, there are a few print shops near to the conference center (see below). You may want to send it to them in advance so that your poster is waiting for you when you get there. They require 24-48 hours notice.

Finally, though we strongly recommend printing it out as a poster, you can just print out the slides and tack them up

TIPS FOR POSTER PRESENTERS: (i) Come prepared with a crisp 1-minute and 3-minute summary of the work. (ii) It's OK (and encouraged) for multiple authors to take turns presenting the poster. (iii) If the poster is left unattended, consider leaving a post-in note indicating when the presenter might return.

A FEW NEARBY PRINT SHOPS:

Fedex: https://local.fedex.com/en-us/ma/cambridge/office-0992
Nearest Location: 500 Technology Square, Cambridge, MA 02139. 617-494-5905. *Note: They use a 42 inch width for posters.

Kendall Press: www.kendall-press.com
Location: One Main Street, Suite 105, Cambridge, MA 02139. 617-324-2584.

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