2020 KEYS POSTER CHECKLIST

**Intern Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student:

\_\_\_\_\_ My poster is the required size (42” x 42”)

\_\_\_\_\_ My poster text is understandable to a wide audience

\_\_\_\_\_ My poster has visual balance of text and graphics

\_\_\_\_\_ My data is clearly represented with appropriate use of tables, charts, & graphs

\_\_\_\_\_ Any images or representations of data I did not create are properly cited

\_\_\_\_\_ All images and representations of data have appropriate titles and descriptions

\_\_\_\_\_ My images have a minimum of 200 pixels per inch at the final printed size

\_\_\_\_\_ My poster has the following logos (in preferred .eps format):

\_\_\_\_\_ KEYS \_\_\_\_\_ BIO5 Institute \_\_\_\_\_ College of Pharmacy

\_\_\_\_\_ Sponsoring Department \_\_\_\_\_ Logos required by your laboratory

\_\_\_\_\_ I used the appropriate font (Arial, Helvetica, Times, Verdana, or other lab standard)

\_\_\_\_\_ I used appropriately sized text:

\_\_\_\_\_ Minimum of 32 point for general text

\_\_\_\_\_ Minimum of 16-18 point for images and data representations

\_\_\_\_\_ Minimum of 72 point for title and 60 for subtitles

\_\_\_\_\_ Design elements do not take away from the content & are consistent

PI/Lab Mentor:

\_\_\_\_\_ I have reviewed the final version of the poster text

\_\_\_\_\_ The student has cited appropriately

\_\_\_\_\_ The content of the poster accurately represents the research of this laboratory

\_\_\_\_\_ I approve that the student’s poster is ready to present

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KEYS Crew Date

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Lab Mentor Date

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KEYS Staff Date

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PI Date