Instructions for BUSI End-of-Summer Research Symposium Posters

# Poster Requirements

1. Size: 48 by 36 inches
   1. Design Tab > Slide Size > Custom Slide Size > Set width to 48 inches and height to 36 inches > Select “OK”
2. List all co-authors. If more than 4 authors, bold your name.   
   Make sure to include affiliations, e.g., Department of Biostatistics, University of North Carolina at Chapel Hill.
3. Include citations, if applicable
4. Include funding source(s). If no funding source, write, “This work does not have any external funding to report.”
5. A few style notes:
   1. Make sure no images or text run over the edge
   2. Don’t start text at the very edge of the page
   3. Text for section headers should be larger than main text
   4. Main text should be minimum 28-point font. Choose a professional and readable font.
   5. Include captions on tables and figures and number any equations.
6. **Send your final poster to us in PowerPoint and pdf format.**

Templates

1. <https://www.makesigns.com/SciPosters_Templates.aspx>
2. <https://www.posterpresentations.com/free-poster-templates.html>
3. See attached file: Ann Poster Template

Poster Examples

1. See attached file: Ann Poster Example
2. See attached file: Taylor Poster Example

Presentation Suggestions

1. Practice your presentation ahead of time with one of your peers
2. Wear professional attire
3. Introduce yourself and include your current position/student status
4. Maintain eye contact throughout your presentation
5. It’s OK to have notes to reference, but try not to read from them
6. Your poster should support the story you are telling; you should not directly read from your poster
7. Be sure to pause for questions
8. Thank participants for attending your poster presentation
9. For further information, see attached rubric

Parking

**Dogwood Parking Deck**  
170 Manning Drive  
Chapel Hill, NC 27599