
Guidelines for Poster Presentations

Sri Lankan English Language Teacher Educator Conference

What is a poster presentation?

A poster presentation is a way to communicate your great ideas, examples of best practice, success stories, action research or your understanding of a topic in a short and concise format: a poster.

How does it work?

At the conference there will be a time slot of 1 hour when attendees will walk around the poster displays and you will be there to answer questions and talk about your poster. However, attendees should be able to understand your poster's without further explanation as they will be displayed during the 2 days.

The board for your poster is 4 feet by 8 feet so your poster/display must fit these dimensions.

Guidelines for successful posters:

Text

- ✓ limit the amount of text and make it easy to read
- ✓ you can use a computer to make your poster or make your poster by hand
- ✓ text should be readable i.e. from 3–6 feet away
- ✓ if you use a computer, use a clear font e.g. Arial or Calibri
- ✓ bullet points can be more effective than complete sentences

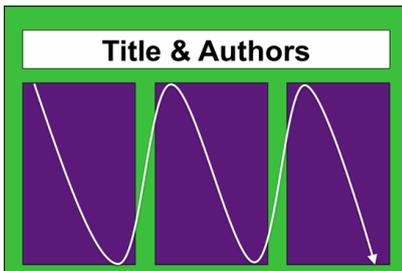
Images and Illustrations

- ✓ illustrations and images can be very effective in a poster presentation
- ✓ make sure they are large enough to allow attendees to see them without standing right next to the poster
- ✓ you can use charts and tables if appropriate

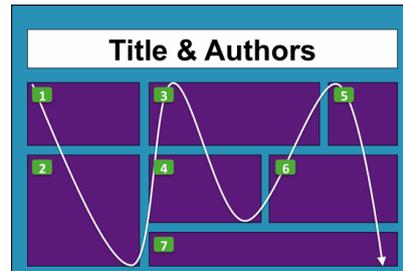


Poster Design

You can choose how to organise your poster. Below are some suggestions:



Columns make a poster easy to read



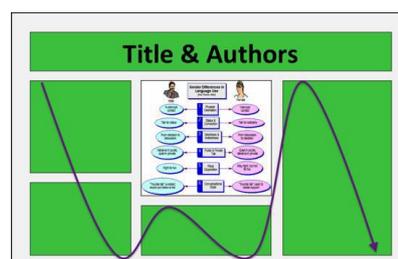
Use numbers or arrows to guide your audience



You can divide your news or information



This format can be used to compare or contrast



Put your key concept in the centre and explanations around it

Adapted from *Preparation Guidelines for Poster Sessions TESOL Convention* from revised version September 2013, courtesy of the Center for Written, Oral, & Visual Communication, Rice University

Final Tips

- ✓ remember to proofread your poster
- ✓ organise your poster in in way that helps the attendees understand your message
- ✓ make it easy to read and visually attractive

We look forward to receiving your poster abstracts. Good luck!

