

Poster Session Guidelines

Formatting & Presentation

- The **maximum** dimensions of the poster are 36 inches in width and 42 inches in height. Presenters can choose the size of their posters to be smaller/shorter, as long as they do not exceed 36 inches in width due to space limitations of the poster sessions.
- Use simple, sans serif fonts (e.g., Arial, Calibri, Helvetica) for different parts of the poster:
 - poster title: 80-150 pts (bold recommended)
 - author name(s): 54-60 pts
 - headings: 36-40 pts
 - body text: 24-32 pts
 - figure captions: 18 pts
- Each presenter is responsible for printing their poster, setting up their poster and taking it down if you wish to keep it, as outlined below.
- Presenters must be at their designated spaces during all poster viewing times (see conference schedule) to share their research and answer questions.

Poster set-up and tear down

- Set up time is 3:30pm-4:45pm
 - All posters should be on display by 4:45 pm on Tuesday, June 2. Posters can be set up as early as 3:30pm on Tuesday, June 2.
 - Each poster will be assigned a number and will be displayed in the position location for the assigned number. Assignments will be listed at the conference registration table on Tuesday, June 2.
 - Set up your poster only in your assigned space. A staff person will be on hand to help you locate this.
 - Mounting supplies (pushpins) will be provided.
 - Do not cover the numbers when hanging your poster.
 - Posters should be taken down after 6:00 pm on Tuesday, June 2nd. Posters will be disposed of if not removed by Tuesday at 6:30pm.
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Poster Appearance - Best Practices

- Keep text brief. Report only key aspects of each section. Don't display the entire text from a manuscript. Too much detail distracts from the primary message of the text.
 - Keep figures simple. Convey only one idea per figure, table, or photograph. Figures from publications, theses, or dissertations normally do not make good visuals.
 - Text and figures should be readable from a distance of six feet.
 - Charts and graphs should clearly convey intended information to the viewer.
 - Use appropriate spacing between words, sections, and figures. Don't make it too crowded.
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Poster Awards

- Three posters will be chosen for top poster awards. Awards will be giving out on June 2, 2026 during the reception
 - Poster presentations will be judged based on the following criteria:
 - Quality of poster presentation: The presenter explained the poster clearly, demonstrated content knowledge, and was able to answer questions.
 - Quality of scholarship: the study is conceptually and methodologically sound; and the findings are compelling and can make a meaningful contribution to the body of knowledge or practice
 - Clarity of content: sufficient background information is provided, and the research being communicated is easy to understand.
 - Overall appearance: The poster is legible and not cluttered with text; any visuals used are effective.
 - Organization & flow: The components of the poster are organized in a logical flow.
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Local Poster Printing

- The University of Minnesota has a [print center](#) located on the ground floor of Coffman Memorial Union (conference venue) in the UMN Bookstore.
- To send your poster to be printed at Coffman, email the file as a .pdf in the desired dimensions to cmucc@umn.edu. Pay at pick up with cash or card.
- A 36"x48" poster is \$96. Open Monday-Friday; orders are ready in a few hours.