

Preparing a Scientific Poster at Brandeis University



The information below was written by the Brandeis Science Communication Lab: Science Communication Lab
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2019 Poster Printing Instructions

- 1) Once you finish designing your poster, have your lab mentor look it over, and have your PI (i.e. the professor whose lab you're in) look at it too. It's important that you get your mentor's approval before you print the poster.
- 2) Email your poster file to Ed Dougherty, a staff person who has a poster printer. His email is doughert@brandeis.edu. If your file is done sooner, please send it sooner. In your email to Ed, include:
 - a. The charge line that will pay for the poster printing.
 - b. The dimensions of your poster.
- 3) When the poster is ready, Ed will email you to tell you to pick it up from the Bassine building, room 109.
- 4) Feel free to email Ed with questions if you are unsure about the instructions below. He's very nice!

Poster Necessities

- 1) The file format should be in either PowerPoint or pdf and should be sent to Ed Dougherty. NOTE: Ed's preference would be that the file is in PowerPoint. HOWEVER, the PowerPoint file MUST be in PC FORMAT ONLY because the printer is setup to print from PC files. If creating a PowerPoint file from a Mac, make sure to test it on a PC before sending it to him. Otherwise, convert the file to a pdf format.
- 2) There are many poster templates that are available on the internet, but the SciComm Lab has provided a series of [templates that include the correct Brandeis logo and fonts and it is formatted to print the right size](#). If you use a different template, make sure it meets the following requirements:
 - a. The poster dimension should not be larger than 36" x 54". (If using PowerPoint, here's how to make your poster a particular size: Click "Design" on the top of the page. Click "Slide size" in the top right. Click "Custom Slide Size". Input the dimensions, and press OK.)
 - b. All text on the poster should be at least font size 33 so your poster is accessible to those with poor or failing eyesight and can be read from several feet away (captions, axis labels and numbers on your graphs should be at least size 28; citations and acknowledgements can be size 24).
 - c. At the top of your poster, make sure to use the official Brandeis logo and if appropriate, add logos that represent the funding sources like [MRSEC](#), [NSF](#), or [NIH](#).
 - d. On the bottom of the poster, make sure to include an Acknowledgements section to thank those who have helped you in your research (e.g. your research mentor and PI), and make sure to thank the funding agency, and include the grant number.

Additional Ways to Get Help

To get one-on-one feedback or to help you brainstorm, make an appointment with the Brandeis Science Communication Lab. We'll help you with your posters, talks, papers, graphs, abstracts, introductions, whatever! [Brandeis-science-communication-lab](#).

A website with helpful suggestions for making science posters, papers, resumes, etc: [MITcommlab](#)