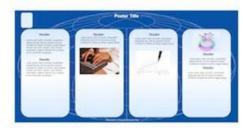
## **DOWNLOAD POSTER TEMPLATES**

As an alternative to your own poster template you can also download one from the list below - at no cost:

- Select the preferred PowerPoint template slide size: 48"w x 36h", 60"w x 36"h, 72"w x 36"h
- Right click on the picture and "save target as"
- Prepare your poster and save it in your computer
- Bring your printed poster to the conference







## **PowerPoint Tips:**

One slide only please! – Your printed Poster will be created from a single PowerPoint slide.

**Fonts** – Choose two fonts at most, nothing cursive. Stick to sans-serif fonts for legibility: Arial and Helvetica are recommended. If you wish to use a serf font, we recommend Times New Roman (Windows) or Times (Macintosh).

Excel Charts – You can paste Excel charts into PowerPoint: from Excel, select your chart and Copy, then in PowerPoint, Paste the chart where you want it to appear. For detailed instructions see: <a href="https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts">https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts</a> and pictures

**Word Text** – select the text you want to bring into PowerPoint, in Word select the text and Copy and in PowerPoint Paste the text into a text box.

Image Files – To add image file, select "Insert">"Picture". Images should be good quality and appear clear and sharp on your screen. Since they will be enlarged for printing, we recommend that images are set to a resolution of 300 dpi. For detailed instructions on adding images see: <a href="https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts\_and\_pictures">https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts\_and\_pictures</a>

**Backgrounds** – For legibility and viewing ease, we suggest that you keep your backgrounds simple and avoid using dark colors.