31st EES Symposium – April 17, 2026

Poster Guidelines

Poster Size

> Your poster should be 32" wide x 40" tall (please note that this is vertical orientation - dimension choice and orientation are constrained by the area of the space and the type of easel, we have available). Please, note this is also the size of poster board backing we have available. For a bigger dimension your poster won't have adequate backing.
> In PowerPoint, make sure that the slide size is 32" width by 40" height. (PowerPoint -> Design tab -> Slide size on the top right -> Customize size)
> Save poster as a PDF file. Please save or export to .pdf. Do not print because printing to pdf might change the size of your poster. To double-check the dimensions of the .pdf poster, go to File -> Properties -> Description tab, look at 'Page Size'.
> A video with PowerPoint making instructions is here, adjust for the version of software you use: https://www.youtube.com/watch?v=_WnhoIbfcoM.

Where to print

> UIUC MS Coursework Students: Please email your poster PDF for printing to Suzanne Giesler, sgiesler@illinois.edu, by **Monday, April 13**. **Your file needs be in .pdf format and named as: yourFullName-Symposium_poster_to_print.pdf.** We will print exactly what you send, that is, only you are responsible for how your poster will look.
> UIUC students: Posters can be printed at the Beckman Institute. Check with your research advisor, as you will need an account to charge. More information can be found at: https://beckman.illinois.edu/resources/printing-at-

Selecting a Poster Template and Design

> Check Illinois templates with Illinois themes: https://publicaffairs.illinois.edu/resources/research-poster-template/
> If you want to see more, go to this site https://www.posterpresentations.com/free-poster-templates.html. It has many templates with step-by-step instructions and quick tutorials to guide you through the poster design process (see also recommended videos below.

Remember to include in your poster:

> Title of your research
> Your name, co-author(s) name, mentor(s) name
> Acknowledgment Section (keep it short)
> Required Logo(s) (Illinois and any logos required by the Agency funding your research)
> References (1-3 most important ones).

Videos about how to make an effective poster:

Think about the audience and what is the main finding/idea/message you want them to take as they walk by your poster.

There are many resources on the internet.

> Check out these about designing your poster, they make a strong case about avoiding creating walls of text:
    - https://www.youtube.com/watch?v=1RwJbhkCA58&t=35s
    - https://www.youtube.com/watch?v=SYk29tnxASs
> Check this about presenting your poster:
    - https://youtu.be/vMSaFUrk-FA

Your poster should be readable from a distance, as someone is walking by. Choose a sans serif font (e.g., Arial, Calibri). Suggested are the following font sizes:

Title: Calibri 60 - 80 points, bold
Author names, department, institution: Calibri 44 points, bold
Section headings: Calibri 44 points, bold
Text: Calibri 32 points, normal
Figure, Table captions: Calibri 32 points, bold
Acknowledgements, References, 32 points

Consider that the title of your poster is probably the most memorable part of it. Make it interesting and informative.

Below the title, author names and affiliations, there are many ways to organize your poster. When designing the layout, think that it should be easy for the eye to follow the flow of ideas presented.

> The first section of the poster should define the topic and why it is important. Audience should be able to get those in less than 20 seconds as they walk by.

> The second section of the poster might be used to communicate a number of things, depending on the topic: background information, methods, or system design. In a poster it is important to rely on visuals rather than long blocks of text to communicate (remember the audience is walking by and has little time to read a wall of text).

> A third section of a poster should present the results. Among numerous graphs or tables you might have, choose 1 or 2 that communicate the major finding. Graphs and Tables should be visible from a distance and not too busy. Someone briefly standing in front of the poster should be able to easily see what the important result is.

> The final section of the poster is generally reserved for conclusions and recommendations. Keep it short and straightforward.

> Keep acknowledgements brief.

> Add the top 1-3 most important references, only.