



Student Poster Requirements Instructions & Suggestions

Deadline for Proposals: December 14, 2018

Proposals will be committee reviewed. Those selected will be notified by end of December.

POSTER REQUIREMENTS IF YOUR PROPOSAL IS ACCEPTED:

1. **36" x 24" landscape** poster size (**template** provided on our website).
2. Font sizes must be as follows: **Title** (70pt. or more), **Headings** (~32pt.), **Body** (~24pt.)
3. Posters need to be easily **readable from 5-6 feet** away.
4. All graphics and text must be inserted **digitally**. Nothing hand drawn or hand written.
5. Final drafts must be printed in color (**stay tuned for more information on printing in January**).

SUBMISSION INSTRUCTIONS:

1. Visit us at www.daeonline.org to submit your **proposed** poster title and details.
2. **Deadline for submission: December 14, 2018**
3. Enter your **e-mail or a family e-mail** where you can be reached.
4. Review poster **requirements**, design **instructions**, and suggestions.
5. Enter **full name, school name, sponsoring teacher or mentor** with their contact information.
6. Submit your **proposed poster title**. The wording can be adapted slightly if you are selected.
7. List the full names of any **additional student presenters** (if any).
8. Provide a brief, yet **detailed description** of the focus and purpose of your proposed poster.
9. Provide a **brief biography** of yourself sharing a bit of what you would like people to know.

DESIGN INSTRUCTIONS:

1. Open our template in **Powerpoint** or **Publisher** (or other format).
2. **Create your poster** using text, images, photos, tables, etc. inserted into text boxes.
3. Have all text/graphics **edited**, and all information accurate and **confirmed by teacher/mentor**.
4. Include proper photo/diagram **credits** as well as essential resources used in section at bottom.
5. **Save your slide as PDF** for use by a commercial printer **details to follow*.

SOME SUGGESTIONS:

- Use our Powerpoint or Publisher **template** provided on www.daeonline.org
- Other ways of formatting exist, but starting with our template may make this easier.



Student Poster Production Considerations & Checklist

<u>COMPONENT</u>	<u>CONSIDERATION</u>	<u>COMPLETED?</u>
Content: Does your poster contain accurate	Accurate content, approved by teacher mentor; there are no factual errors.	
Logical Flow: Does your poster present information	Information is in a logical order; text and images flow well and are easily interpreted	
Thoroughness: Does your poster reflect thorough preparation and research by painting a complete picture?	Includes all material needed to give a good understanding of your proposed topic that you submitted and was accepted by DAEE in November.	
Driving Question: Is your poster consistent with the question(s) or purpose behind your project or topic?	Poster is consistent with the purpose, topic, and/or driving question(s) that was accepted by DAEE in November.	
Poster Layout	Layout is pleasing to the eye; not overloaded with information; margins and spacing are effective; not too sparse; no wasted space; easily visible at 5-6 ft. away.	
Text	Font formats (color, bold, italic, justified) have been carefully planned to enhance	
Mechanics	No spelling errors; no grammar errors; text	
Graphics	All graphics are attractive (size, position, focus, color) and support the topic of the	