University of Arizona College of Nursing  
Poster Process  
Last updated: January 6, 2016

Overview:

Posters created and presented by students, staff and faculty from the UA College of Nursing represent not only the presenter, but also the college and the university to local, regional, national and international audiences.

This poster process supports presenters in creating and printing high-quality posters properly sized for their conference/event, and includes proofreading, branding review, design optimization and printing services. Printing is paid for by the College of Nursing unless the poster is supported by a grant (in which case, the grant account is used for payment).

The CON poster template, along with PowerPoint slides for podium sessions and other presentations, are available on the CON Intranet in the middle column under “Posters and Presentations.” All other poster and PowerPoint templates are void, as they no longer meet UA branding standards.

Deadlines:

- In order to ensure you receive your poster in time for your event or conference, we ask that you submit your final poster file via the Help Ticket System five weeks prior to your departure for your presentation. When filling out your ticket, under “Help Topic,” please select “Poster Request.”
- For WIN 2016: Please submit your posters no later than Wednesday, March 2. For WIN, we must process and print a large number of posters for faculty and students, which is time intensive. Submitting by this deadline will help ensure that you receive your poster on time.

Please do not submit your poster via the Help Ticket System if you are still making changes or waiting for feedback/approval from a colleague or mentor. Only final/approved posters should be submitted.

Students:

- All students must use the UA College of Nursing poster template.
- Students should work with their faculty mentor to develop the content for their poster and complete the poster process. Students should not submit posters via the Help Ticket System until their faculty mentor has reviewed and approved their poster.
- All student posters must be printed by the College of Nursing.

Faculty/Staff:

- All faculty (on-campus and distance) should use the UA College of Nursing poster template.
- If your conference has size requirements that are not compatible with the standard College of Nursing template, please let Julia Oleskey, marketing manager, know right away so she can work on resizing the template for you – juliaoleskey@email.arizona.edu
≥5 weeks prior to departure for the event, presenter submits final poster via the Help Ticket System.

Faculty & Staff

≥8 weeks prior to departure for the event, presenter downloads poster template from CON Intranet.

Students

≥8 weeks prior to departure for the event, student receives poster template from Office of Nursing Research or faculty mentor.

Students develop content with mentor and enters into template. (See Tips & Tricks on next page)

≥5 weeks prior to departure for the event, student submits poster with approval of faculty mentor via the Help Ticket System.

Presenter enters content into poster template. (See Tips & Tricks on next page)

Faculty & Staff

Marketing/Communications proofreads, reviews for proper branding and optimizes design/layout.

Students

Marketing/Communications emails presenter final proof to review.

Faculty & Staff

Presenter reviews poster carefully for any errors, which includes checking all text, captions, charts, images, etc.

Marketing/Communications

If OK as is, presenter provides approval to send to print. If there are changes, presenter describes edits in an email back and the proofing process repeats.

Marketing/Communications

Marketing/Communications submits poster file to BioCom for printing and emails presenter when ready for pick up.

Presenter is responsible for transporting poster to event/conference*

*except WIN - contact Office of Nursing Research for further instructions
Poster Tips & Tricks

1. Let the template do the work
   - Proper formatting has been pre-set for you in the template, including alignment, column width, font type, size and color. Preserving these settings will speed up the review process. When pasting text into the template, it is best to right click and select “Paste as Plain Text” to maintain the correct settings.

2. Don’t make it fit
   - If the content you want to include on your poster does not fit inside the template, you need to trim the text. Do not change the size of the columns or the font to “make it fit.”

3. White space is a good thing
   - Posters that have plenty of white space between and around sections of content are much easier to read and more pleasing to the eye.

4. Charts and graphs
   - If you are including charts and graphs, please do not use screen shots. When enlarged 200% on the printed poster, these files are blurry and unreadable.
     - If you are including a chart, it needs to be imported or built as a table in the poster template.
     - If you are including a graph, please use the original, high resolution graph file and include the data sheet as an attachment when you submit the poster.

5. Photos and images
   - All photos must be high resolution. If you are using a photo that is under 1 MB, it is probably not high resolution. Low resolution images may look OK on your computer screen, but when your poster is printed at 4 feet by 6 feet, the images are going to look grainy, blurry and unprofessional.
   - Do not include photos you don’t have permission to use.
     - If you are in need of high-resolution photos, please visit [www.thinkstockphotos.com](http://www.thinkstockphotos.com) and find the photos you would like to use. Then send an email to janelled@email.arizona.edu with the item numbers of the photos you want, and we will purchase them and send them to you.

6. Author line
   - Our standard formatting is to separate author names with semicolons. There should be commas after each last name and between credentials. Generally, titles are not included unless the author is a student (e.g. BSN Honors Student or PhD Candidate).
   - Example: John Smith, PhD, RN; Jane Doe, DNP, AGACNP, RN