

# The University of Arizona College of Nursing Poster Process

## 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 may be 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). Check with the Office of Research & Scholarship regarding poster payment. The Office of Research & Scholarship ([CON-ORS@arizona.edu](mailto:CON-ORS@arizona.edu)), will assist you with the poster printing process. Once your design has been submitted through the [Poster Request Form](#), someone will reach out via email.

## Deadlines:

- To ensure you receive your poster in time for your event or conference, please submit your final poster file via the [Poster Request Form](#) **four (4) weeks prior to your departure for your presentation.**
- **For the WIN Conference:** WIN is a high volume, time intensive production process for us. We cannot ensure timely completion of your poster if it is not submitted by the deadline.

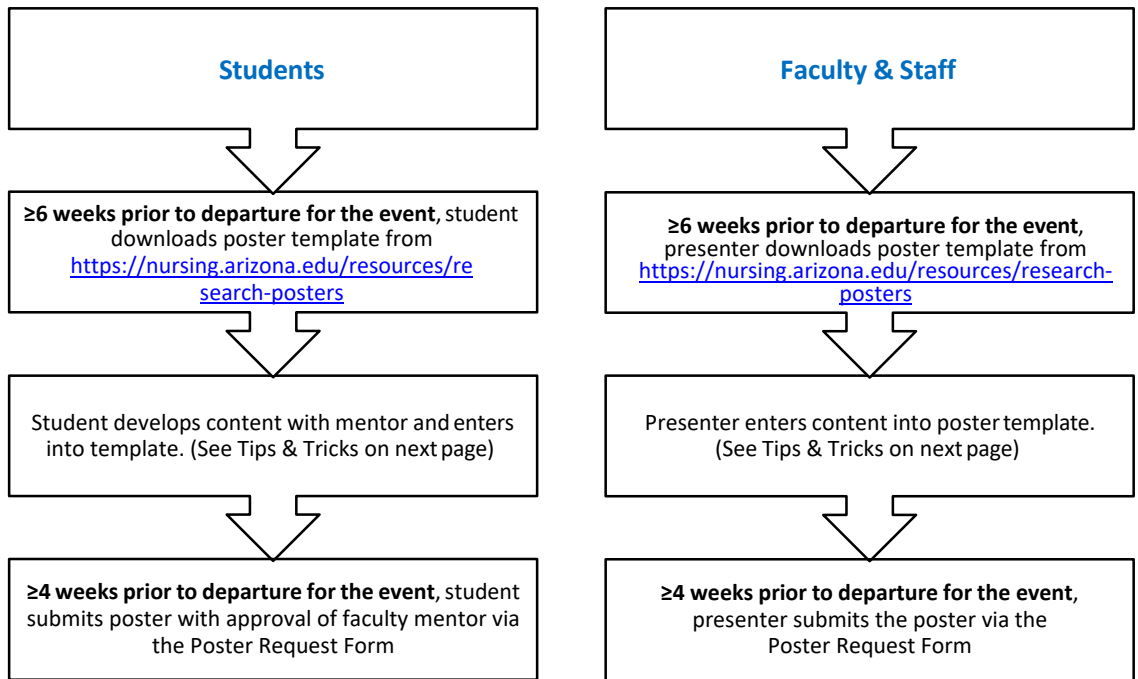
*Please do not submit your poster via the Poster Request Form if you are still making changes or waiting for feedback/approval from a colleague or mentor. Only final/approved posters should be submitted.*

## Students:

- All students must use the UA College of Nursing poster template.
- Students must work with their faculty mentor to develop the content for their poster and complete the poster process. Students should not submit posters via the Poster Request Form 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 The Office of Research & Scholarship ([CON-ORS@arizona.edu](mailto:CON-ORS@arizona.edu)) know immediately so they can have the template resized to your specifications.



# 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 will look grainy, blurry and unprofessional.
- Do not include photos you don't have permission to use.

## 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*