

How to Make and Present a Poster

How to Make a Poster

- Canva, Adobe Illustrator, PowerPoint
 - User-friendly tutorials on YouTube
 - Templates online, CWU website

Design & Content

- Use CWU brand colors.
- Text should be readable from a few feet away.
 - **Minimum 24pt font, Title- 50pt+ font**
- Don't crowd the poster with too much information or busy images.
 - Only include important and relevant content.
- Ensure images are scaled correctly for printing.
- Print your poster well in-advance.
 - Print at least one week prior to your presentation!

Working With Your Mentor

- Regularly communicate and check-in with your mentor through each stage of your project.
 - Use their preferred contact method.
 - Give them at least three days to respond.
- Review your poster content with your mentor.
- Ask others to review your work as well.
- Don't hesitate to reach out to faculty—they are here for you!

How to Present

Preparation

- Practice how you will present!
- Wear professional attire.
 - Wearing earth tones will help you stand out without wearing vibrant colors or patterns.
- Try to loosen up prior to presenting.
 - Stretch, make a power pose to build confidence
- Anticipate questions about your project and prepare answers.
- Consider creating a supplemental handout for your audience.

Presentation

- Make eye contact.
- Speak slowly and enunciate words.
 - Speak with confidence and make sure to project your voice.
- Minimize nervous ticks—be mindful of fidgeting, saying “um,” etc.

Audience

- Adapt to the audience.
- Engage and interact with the audience.
 - Greet them as they walk by.
 - Ask how their day is going.
 - Thank them for coming!



Scan here for additional
CWU branding resources:

