



You will be given 5-minutes  
for your presentation fol-  
lowed by a 3-minute Q&A  
discussion.

## RESEARCH DAY

# Poster Presentation Guidelines

### PowerPoint Tips

- Set your poster size before you start working on it.
- Go to “Design” tab, click “Slide Size,” select “Page Setup,” select “Standard (4x3)” or “Custom” and enter 48 inches for width and 36 inches for height.

### Presentation Tips

- Avoid dark poster backgrounds, white is preferred; watch out for color mismatches as they may not look good when printed.
- Use bullets, preferably with phrases, not full sentences.
- Do not include the full abstract.
- Use graphs, tables, and figures wisely to display pertinent information instead of text as posters are visual aids.
- You can move headings around as needed.

### Poster Size

4 x 3

\*Pushpins will be provided during  
set-up

48 inches

36 inches

### Suggested

#### Fonts

- Arial
- Calibri
- Verdana
- Helvetica
- Trebuchet
- Tahoma

#### Font Size:

- 72 for title
- 48 for names
- 24-36 for affiliations
- 36-48 for headings
- 30-36 for text
- 18-24 for references, figures, tables, captions.

## Case Report Criteria\*

### Font 72: Title

48 for Names

24-36 for Affiliations

**Introduction or Background**  
*Definition, epidemiology, and clinical significance*

**Case Description**  
*Medical history, presentation, physical exam, labs, imaging, procedures*

**Clinical Course**  
*Hospital course, diagnosis process, treatment, outcomes, and follow-up*

### Discussion

**Font 36-48 for Headings**

### Conclusion

*Learning points or take home messages are encouraged*

### References

**Font 18-24 for References**

# Basic Science/Clinical/Medical Education Research Criteria\*

Font 72: Title 48 for Names 24-36 for Affiliations		
<b>Introduction/Background</b> <i>Background knowledge, project scope and significance</i>	<b>Results</b> <i>Tables and figures</i> <b>36-48 for Headings</b>	<b>Discussion/Conclusion</b> <i>Results interpretation, clinical impact, future directions</i>
<b>Objectives</b> <i>Study Question/Purpose</i>		
<b>Methods</b> <i>Study design, sample population, outcomes, data collection, statistics</i>		<b>References</b> <b>Font 18-24 for References</b>

## Quality Improvement Project Criteria\*

Logo Here	Font 72: Title 48 for Names 24-36 for Affiliations	Logo Here
<b>Introduction/Background</b> <i>Background knowledge, main problem, intended improvement, project impact</i>	<b>Results</b> <i>Study findings (display data using QI tools, figures, or tables), observed changes or outcomes</i> <b>36-48 for Headings</b>	<b>Conclusion</b> <i>Project implications and future steps</i>
<b>Objectives/Aim Statement</b> <i>SMART Aim with improvement metrics</i>	<b>Discussion</b> <i>Summary of main outcomes, strengths/successes, limitations, and suggestions to improve</i>	
<b>Methods</b> <i>Improvement framework, PDSA Cycle, intervention implementation, instruments, data collection</i>		<b>References</b> <b>Font 18-24 for References</b>

\*Judges will be scoring the poster following the corresponding criteria for each type of research in addition to scoring the poster's visual appeal, organization, presenter's knowledge and delivery.



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY