



5. Design: Poster design is a personal matter and different individuals will have different views on how best to present certain information. Nevertheless, here are some rules to guide you:
 - Plan, plan and plan!
 - Keep the material simple.
 - Use colors sparingly and with taste.
 - Do not use more than 2 font types.
 - Titles and headings should appear larger than other text.
 - Do not use all UPPER CASE type in your posters.
 - A picture is worth a thousand words... but only if it is drawn properly and used appropriately.
6. Check your spelling!
7. Maintain a consistent style.
8. Arrangement of poster components should appear smooth: Remember that you are using posters to tell a story about what you have done and achieved. As in report writing, the way you arrange the sections should follow the "storyline".
9. Review, review and review: Check your draft versions of posters for mistakes, legibility, inconsistency in style.

Practical Tips

- The difference between poster and oral presentations is that you should let your poster do most of the "talking" !
- Before you rush away to put pen to paper or fingers to keyboard, spend a few moments or even hours to plan your presentation.
- Clipart should only be used if they add interest to the display and complement the subject matter. They can also be "dangerous" as you may spend more time finding images and/or cartoons than concentrating on the content.
- Ask your friends, colleagues or supervisor for their honest opinions.



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