BioGENEius CHALLENGE

BioGENEius Challenge Poster Guidelines

Thank you for participating in the BioGENEius Challenges! All participants are required to submit a display poster as part of their application. This document contains all the guidelines that will help you design and produce a winning display!

General Guidelines

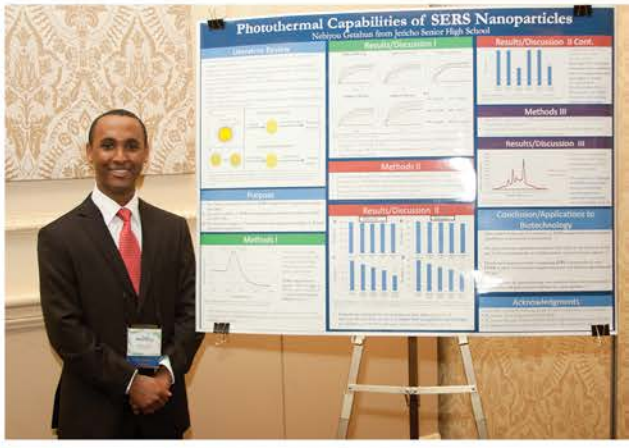
After you have completed your project and summarized your results, share them! Impress other scientists with your work and inspire students and scientists alike to research further into your topic!

This should be done using a "Rollup" Poster in PowerPoint.

The ideal poster should:

- Provide a brief overview of your research
- Encourage discussion among judges and other students at the convention
- Speak for itself when you're not there to provide an explanation

The instructions below will help you create a poster that is not only engaging and informative, but an appropriate tribute to the hard work, thought and effort you put into your project!



2013 BioGENEius Challenge At-Large winner Nebiyou Getahun provides a great example of what winning posters look like!

How to Prepare ...

Step 1. Lay out your poster on paper or in Powerpoint

Step 2. Decide the three to four main points you want to convey.

Step 3. Decide on the background and layout of your poster.

Step 4. Keep it simple, clear, and easy to understand.

Poster Setup

- You will make just ONE slide in PowerPoint.
- Poster must be 48" x 36" and in landscape format.
- Decide whether your poster will have 3 or 4 columns.
- The title should be about the same width as the poster spreading across all the columns.
- Your poster should flow from the top left to the bottom right. Your eyes should move over the poster down columns or along rows.
- Use section headings within the columns to start each section.

Section Headings Should Include:

- Title
- Objective
- Abstract
- Materials and Methods
- Results and Interpretation
- Conclusions
- Relevent Applications to Biotechnology
- Acknolwedgements – Mentor(s) or Teacher(s) name, Funding Source (if applicable)
- Your personal information – Name, School, City and State

Step 1 – Starting Powerpoint

When you first open PowerPoint, the PowerPoint dialog box will appear. Select **Blank Presentation**. If PowerPoint is already open, choose **File**, New to access the **New** Presentation dialog box. Select the **General** Tab, and select **Blank Presentation**.

Step 2 – Poster Specifications: Setup PowerPoint to create a Poster Slide Setup

You should set the format ***prior*** to creating your slides. From the **File** menu select **Page Setup**.

Select:

- Slides sized for= **Custom**
- Set the Width= **48 inches**
- Set the Height = **36 inches**
- Set the Orientation for slides = **Landscape**
- Laminate (Recommended)

Do this first before you begin creating the poster! If you do not, the poster may not print, or may not print in the size you need.

Remember to leave a 1-inch margin around the edges of the poster to prevent cropping.

Step 3 – Choose a Background Design

To Apply Design

To apply a template design, choose Format, Apply Design or Slide Design. It is best to select the template first and then build your slide. If you change the template later fonts and graphics may change and your presentation may not be what you expected. To Change the Slide Color Scheme

Choose **Format, Slide Color Scheme**. You will be able to select colors for individual items such as background, text color, etc.

Design Tips

- Keep colors consistent
- Top priority should be placed on readability
- Keep a good contrast between the background color and the text color.
- Use colorse that stand out. **Dark text and a light background work well.**
- Coordinate the text colors to match the background as well as images.
- Layout the poster into three or four columns.
- Insert graphics and photos within these columns to add visual interest.
- Do **not** use a gradient color fill, especially **black**, in the background. PowerPoint creates a gradient with very thin lines. If you use a gradient color fill, your background will no tbe solid, but will be lines. You will not see the lines on the computer monitor, but they will show up on the finished poster.
- Use mixed upper and lower case text. For example, DO NOT USE ALL CAPS! IT LOOKS LIKE YOU ARE SHOUTING AND IT IS HARD TO READ
- Use mixed case for Titles. For example, Environmental and Industrial Biotechnology in California.
- Use sentece case for body text. For example, The participants showed a significant increase in bone marrow.

Step 4 – Adding Text and Choosing Fonts

Text Boxes

Text Boxes are containers to add and organize text on your poster. To create text boxes, you can go to the **Insert** menu and select **Text Box** and insert a text box or from the Drawing toolbar, you can select the **Text Box** tool and draw a text box on the page.

You can type or cut and paste into a text box. If you are pasting text from a word processor and you are not pasting it into an existing text box, it will be necessary to use the **Paste Special** command so that the text will become a PowerPoint text box. Otherwise, it will be an imported word processing object and you will have far less control over it. To copy from your word processor, copy the desired text and then switch to PowerPoint. Go to the **Edit** menu, select **Paste Special**, and choose **Unformatted Text**. You will then need to change the font and font size to match the rest of the text in your poster.

Text Box Background

Text boxes may be clear, semi-transparent, or color-filled.

- Add a background to the Text Box by selecting the **Fill Color** icon (the paint bucket) from the Drawing Toolbar
- Fill Effects can also be used for the Text Box Background.
- A Line Color (or border) can also be added to a Text Box

Fonts

Fonts dictate the look and style of the poster, but use them sparingly. Consistency creates professionalism while too many fonts create clutter. You will have to adjust the font size depending on the amount of text in your poster and the style of font you choose. Below are suggestions for font types and sizes.

- **Title** (Title of Project), consider using a large, bold Sans-Serif type font, such as Arial Black, Franklin Gothic Heavy, Tahoma, Trebuchet, or Verdana. **Make the title font size about 120 points.**
- **Subtitle** (Student name(s) and school name), use the same font as your title or choose a different Sans-Serif font. Make the font size smaller than the title; **Make the subtitle font size about 72 points.**
- **Section headers** (Objective, Abstract, Materials and Methods, Results and Interpretations, Conclusion, Relevant Applications to Biotechnology, Acknowledgements) use the same font as your title or subtitle. Make the font size approximately 50% larger than the body text; **between 36-72 points**. Whatever size you choose, be sure to make all the section headers the same font size.
- **Body text**, choose a Sans-Serif type font that's very readable, such as Garamond, Book Antiqua, or Bookman Old Style. **Make the font size between 24-48 points.** Whatever size you choose, be sure to make all of the body text the same font size through out the entire poster.

Step 5 – Adding Images

Pictures for use on a poster should be scanned at **150 dpi** at 100% of the size that they will appear on the poster. Limit image resolution to 150 dpi. Higher resolution results in large file sizes which take longer to print or occasionally do not print at all.

Pictures imported from web sites are low-resolution (72 dpi) images and should not be imported directly to a poster. Images used from the Web will have to be resized and have the resolution reset in a photo-editing program like Photoshop before they can be used on a poster. If the images are not resized, they will become pixilated and distorted. Be cautious about stretching images or making them significantly larger than their original size. Instead use images scanned and sized specifically to fit you poster needs.

Do not enlarge pictures once they are inserted into PowerPoint. If the image used will be larger in the poster than the original, it should be enlarged when scanned. Scan the original at a higher magnification or higher resolution to make up for the size difference. Save the image as a high quality JPEG file. Pay close attention to alignment and size between groups of related images.

Step 6 – Adding Charts, Graphs, and Tables

Charts and Graphs

To insert a chart or graph, copy the chart/graph from the original program you used to create the chart or graph (such as Excel). In PowerPoint, in the **Edit Menu**, select **Paste Special**, then select **Picture (Enhanced Metafile)**. This imports the file as a graphic file. It cannot be manipulated or changed because it is not linked to the original. If you just Paste the chart/graph into PowerPoint, you can double click it and it will allow you to change data in the chart/graph, BUT when printed, the text tends to move around and the chart may change appearance. A graphic file is much better for printing purposes.

You can create a chart or graph in PowerPoint by going to **insert** menu and then clicking **Chart**. PowerPoint goes to a program called Microsoft Graph, which displays a chart and an associated datasheet. The datasheet provides sample information that shows where to type your own row and column labels and data. You can select the kind of chart you want (pie, line, combination) by going to the **Chart** menu and selecting **Chart Type**. After you create a chart, you can enter your own data on the data sheet.

Tables

To insert a table, copy the table from the program you used to create the table. In PowerPoint, go to the **Edit** menu, select **Paste Special**, then select **Picture (Enhance Metafile)**. This imports the file as a graphic file. It cannot be manipulated or changed because it is not linked to the original. If you just Paste the table into PowerPoint, you can double click it and it will allow you to change data in the chart/graph, BUT just as with charts/graphs, when printed, the text tends to move around and the chart may change appearance. A graphic file is much better for printing purposes.

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