

BCOM Research Day Poster Presentation Guidelines

Poster Presentation Information:

All posters will be displayed and presented in the BCOM seminar rooms. Selected abstracts will be grouped by topic and assigned a board number. Presenters must be at their poster during the assigned times for judging. Please refer to the table below for setup, tear-down, and presentation times.

Poster Presentation Schedule:

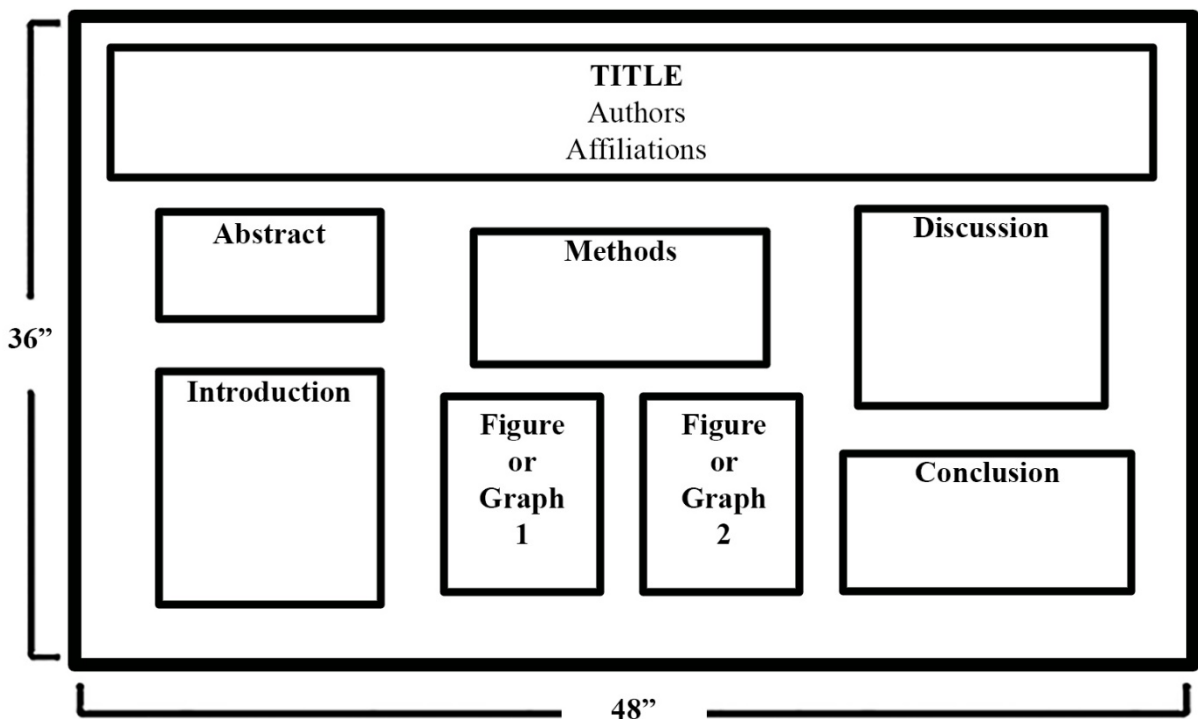
Presentation Day	Set-Up Time	Presentation Time	Tear-Down
7/19/2019	7:00-7:45am	8:30-11:00am	2:00-2:30pm

Poster Guidelines:

- In case of emergency, presenters who are unable to present should contact BCOM at research@bcomNM.org.
- Ensure that your poster is placed on the assigned (numbered) poster board.
- Poster setup commences at 7:00am on July 19, 2019.
- Stand at your poster during your assigned presentation time.
- Posters must remain displayed for the entire duration of the event and must be removed by 2:30pm. Research Day organizers are not responsible for the removal of posters.

Poster Specifications:

- Posters must be generated using PowerPoint.
- **White background only.**
- The poster size should be a maximum of **36 inches high by 48 inches wide**.
- Text should be printed in a font large enough to be read comfortably from a distance of 4 to 5 feet. We recommend no less than **24 point font**.
- Ensure that illustrations, including charts and graphs, can be read from a distance of 4 to 5 feet.
- Although, shown below is a general example of poster organization, you are welcome to organize the poster differently, but please make sure that all of the main elements [abstract, introduction, and conclusion] appear on the poster.



Setting Poster Dimensions in PowerPoint:

- Select a blank presentation from the options menu in PowerPoint.
- On the **Design** tab, in the **Page Setup** group, click on **Slide Size**, and select **Custom Slide Size**.
- A **Slide Size** window will popup. Change the **Width** to 48 inches and the **Height** to 36 inches, set the **Slide Orientation** to **Landscape**, and click the **OK** button.
- We recommend writing out the text that will be included in your poster in a Word document, then copy/paste into the poster in text boxes.
- A PowerPoint file with preset dimensions and text boxes is available through the Medical Student Research Day website at <http://bcomm.org/research/medical-student-research-day>.

Poster Printing:

- All BCOM student posters will be printed onsite in the faculty copy room located on the 3rd floor. Please provide a digital copy on a USB stick to Martha Enriquez (located in the faculty suite) for printing. To guarantee onsite printing, a digital copy must be provided to Ms. Enriquez by 5:00pm on July 10th, 2019.