

**Instructions for Making Posters  
for the CEPO/Psi Chi Undergraduate Poster Session**

- The full poster board surface is 4’ high and 8’ wide, but CEPO-Psi Chi participants will have the space of **one-half** of the poster board; thus, you will either have the right-hand side or the left-hand side. Be sure to stay to your side when putting up the poster, and be sure that titles and banners are not wider than 4 ft. Be certain to locate the correct room before putting up your poster.
- You may choose to put the poster text and titles on some type of heavy paper backing, but the backing should not be too thick or your poster will not hold with thumbtacks. Although you may display your poster in any manner you choose, it is best to place the text of the poster in a sequential order at eye level, and to place the tables and figures in plain sight. You can probably fit 6-8 total ‘pieces’ (i.e., 8 ½ x 11 sheets with backing) on the half poster board, but do not overcrowd your poster or it will be difficult for people to read. An example of one poster arrangement is provided below.
- At the top of your half-poster board, prepare a label indicating:
  - a) the title of your paper
  - b) the author(s) and affiliation(s)
 The lettering for the title should be at least 1 inch high.
- Keep in mind that your illustrations will be viewed from a distance of 3 feet or more; all of your illustrations and lettering should be at least 3/8 inch high. Figures, tables, and illustrations should be as simple as possible – avoid “arty” or ornate presentations. Captions should be brief; labels should be few and clear. Use APA guidelines when in doubt.
- The poster should be self-explanatory, allowing you to supplement and discuss particular points raised by inquiry. You may wish to post your abstract in addition to your other pieces so that visitors can look at it rather than the entire poster. You should have copies of your paper for interested visitors. Also, you will want to have pen and paper available to allow people to request further information about your research.
- Be certain to bring thumbtacks for your poster and make copies of all handouts and materials before you attend the conference. **SEPA DOES NOT HAVE REPRODUCTION FACILITIES AT THE MEETING.** Additionally, projection equipment and tape recorders will not be provided at the poster area. Also, you may not write or paint on the poster board itself. You will be responsible for removing your poster at the end of the session.

\_\_\_\_\_ 4 ft. \_\_\_\_\_

