Posters for CEBS Faculty

Printed by the College of Education and Behavioral Sciences Dean’s Office

Requests:
- Poster request must allow 7 business days prior to the due date.
- Poster materials & questions should be sent to:
  - EBSDeansOffice@unco.edu
  - Include your name, email address, and due date for the poster.

Requirements:
- Power point Template
  - 44” in width and 34” in height
    - (Click on the Design Tab, then Page Setup tab)
  - Approximately a ½ inch border around the whole poster.
  - Font should be no smaller than 27 pt font.
  - Personalize by creating textboxes, borders, graphs, and desired color.
  - For example template please refer to the CEBS poster website.
- No student posters
  - Unless the student is presenting with a faculty member at a state, national or International conference, either pre-graduation or post-graduation.
  - Faculty must be a coauthor.
- Should you need a poster in less than a week please contact MAST http://mast.unco.edu/services/poster_printing.html or contact outside vendor.

The following policy pertaining to students’ posters was approved by the CEBS Leadership Council, August 13, 2010.

Poster Tips:
- Proofread your poster and correct errors before you send it to be printed.
- Consider your audience and the objective of the poster.
- Organize your poster so it conveys the intended information in an interesting visual manner.
- Font:
  - Your title font should be at least 55 point and no smaller than 27 point.
- Keep your poster simple and brief
  - Try to avoid a lot of narrative text
  - Exclude references if possible
- If you would like to use UNC graphics/logos, download them from http://www.unco.edu/universityrelations/brand-tools/
- Be creative and add visuals (color, graphs, maps, charts), but don’t overwhelm your viewers.
- You can personalize your own poster by adding borders, colors, graphs, etc. to the poster.