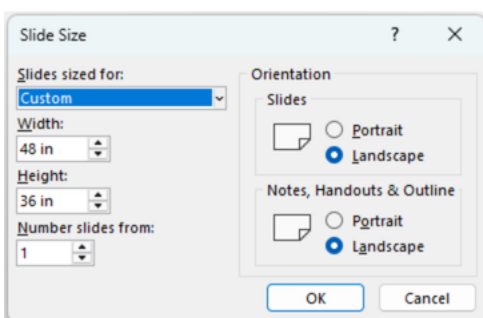




Poster Format

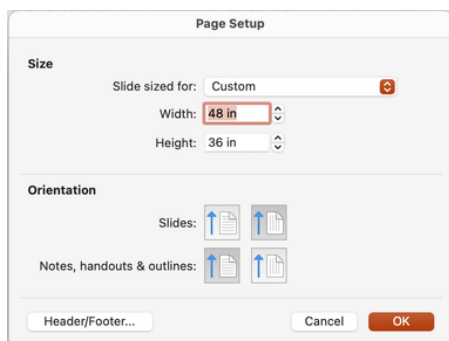
STEP ONE | Set Up Your Poster in PowerPoint

PC SET-UP



1. Open PowerPoint and go to File
2. Select New or New Presentation
3. Then under Design – select slide size
4. Click on Custom Slide size
5. A Page Set-Up Box will pop up
6. Then choose the Width (48") and Height (36") and choose landscape.
7. Click OK
8. Choose Ensure Fit on the pop up menu

MAC SET-UP



1. Open PowerPoint and go to File
2. Select New or New Presentation
3. Back under File go to Page Set-Up
4. A Page Set-Up Box will pop up
5. Under Slide Sized For, choose Custom
6. Then choose the Width (48") and Height (36")
7. Click OK
8. Choose Scale on the pop up menu

STEP TWO | Build Your Poster

- Build your Poster as a SINGLE SLIDE
- Save as a .PPT or PPTX.
- Save your poster by your poster number and last name of presenter
- PDF submissions will not be accepted
- Keep in mind the most effective Posters use more graphics than text.

STEP THREE | Submit Your Poster for Approval

- Submit your poster by **Sunday, July 26, 2026**
- Save your poster by your poster number and last name of presenter
- You can find your poster number in your acceptance email.
- **Once we approve your poster, you will be responsible for printing your own poster.**

