# **TLEF POSTER SHOWCASE:** DESIGN GUIDELINES

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| **SIZE**<br>All posters must be designed in landscape orientation.<br>Width = 48″<br>Height = 36″ | **HEADING**<br>The heading area at the top of the poster should include:<br>• School/Department/Unit<br>• Project Title<br>• Presenters | **FONT**<br>All posters should display the UBC Whitney font. If you do not have access to this font, please use Arial. |
| **TEMPLATE**<br>Please utilize the PowerPoint template provided. | **FOOTER**<br>Include the UBC publication bar (available in blue, white or black) along the bottom. | **COLOUR**<br>Please use either the UBC colour palette or your department colours. Limit your poster to no more than 2-3 dominant colours. |

## LAYOUT

- Use the column layout provided to clearly separate your information, allowing several people to read your poster at once without getting in each other's way.
- Clearly label each section with the appropriate heading (e.g. Abstract; Methods; Results)
- Emphasize your results with figures, graphs, and tables.

## IMAGES

- Image resolution should be a minimum of 150 dpi and no more than 300 dpi (top).
- Save images as .jpg and line art (e.g. graphs) as .png files.
- Web images (bottom) usually have poor resolution. View your images at 100% magnification to ensure they look clear and will print well.
- When scaling an image, remember to always hold down the shift key to prevent distortion.

## TEXT SIZES (RECOMMENDED)

- Title - 110pt
- Department/Presenters - 42pt
- Heading - 52pt
- Copy - 36pt
- Graph/Image Title - 32pt
- Graph/Image Caption - 28pt
- References/Acknowledgements - 28pt

## ACKNOWLEDGMENT

In recognition of the students' contribution to the TLEF, established in 1991 in conjunction with the Board of Governor's decision to raise tuition, we request that you include an appropriate acknowledgment in dissemination activities related to your project. For example:

*"We gratefully acknowledge the financial support for this project provided by UBC Vancouver students via the Teaching and Learning Enhancement Fund."*

## SUBMITTING YOUR POSTER

Once your poster design is completed, please upload a .zip file labeled "2019-TLEF-Poster-[project name].zip" to celebratelearning.ubc.ca/poster.

Please include the following items in your .zip file:

- Final poster in its original design format (e.g. PowerPoint, InDesign, etc.)
- Final poster in PDF format
- Folder containing all image files