

CALL FOR POSTER PRESENTATIONS

for the 2026 KRRRLP Fall Symposium

GUIDELINES FOR POSTER



Desired size: 3' x 4'



Information must be correct and evidence-based



Relative pictures and graphs should be clearly labeled and captioned



Creative and authentic designs are highly appreciated



Examples: case-study, validation, process improvement, intervention, inter-professional collaborations

STEPS



Select your topic with evidence-based information



Abstract should include up to 3 paragraphs describing the outline of your poster



Multiple abstracts can be submitted by an author (or lab)



Submit your topic and abstract to:
krrrlpadmin@lwdh.on.ca



Virtual poster preparation sessions (3) will be scheduled with Paula Carroll



Printing support will be provided by KRRRLP



Abstract submission
deadline Jan 16, 2025



Poster prep sessions
Apr, May, June



Symposium
Sept 15-17, 2026



K E N O R A
RAINY RIVER
REGIONAL
LABORATORY
PROGRAM

www.krrrlp.ca

Creating a Poster Job Aid

Planning Your Poster

- What's the purpose of your poster?
- What's the key message?
- What's the most important information to include?
- How do you want to tell that information?

Organize your content into sections

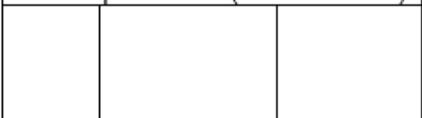
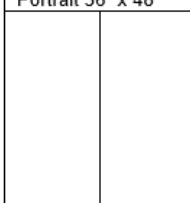
- Common sections: Title/Author/Affiliation/Logo, Introduction/Background, Methods/Case, Results, Discussion, Conclusion, Key Message/Takeaway, References & Acknowledgements
- Will be based on the topic and what works best

Compose the content

- Quality over quantity - the fewer words, the better
- Posters with ~ 500 words: can be read in about 5 minutes, more inviting and easier to absorb
- Use bullet points instead of full sentences
- Highlight key messages
- Include most important information only
- Save content in Word or other software for easy "copy & paste"

Layout the poster

- Organize so sections clearly follow the previous one – creating a visual path that tells a coherent story.
- Common layouts:

Landscape 48" x 36" (120 cm x 90 cm)	Portrait 36" x 48"
	

Decide on visual design elements

Font:

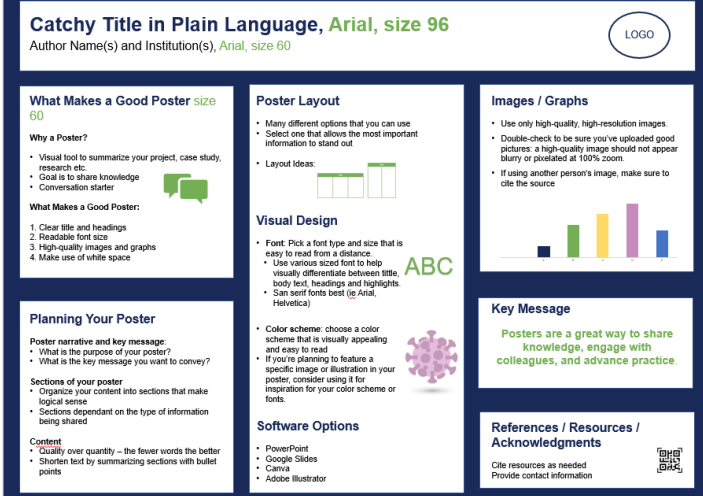
- Pick a font type and size that's easy to read from a distance
- San serif fonts are best (ie Arial, Helvetica)
- Use size and colour to help visually differentiate between title, headings, body text, and poster highlights
- Example: Title 96 pt, Headings 60 pt, Body 40 pt)

Colour Scheme:

- Choose a scheme that's visually appealing and easy to read
- If you have an image/illustration in your poster, consider using it for inspiration for the colour scheme or fonts = gives poster a more cohesive look
- Use high-contrast colors to make important information stand out
- Stuck on colour ideas?
 - Free colour palette generators online
 - Look at online poster examples
 - Your organization may have a colour palette as part of their branding

Making the Poster

- Software that can be used: Microsoft PowerPoint, Google Slides, Adobe Illustrator, Adobe InDesign, Canva
- Check if your organization has a poster template to use?



Catchy Title in Plain Language, Arial, size 96
Author Name(s) and Institution(s), Arial, size 60

What Makes a Good Poster
60
Why a Poster?
• Visual tool to summarize your project, case study, research etc.
• Goal is to share knowledge
• Conversation starter
What Makes a Good Poster:
1. Clear title and headings
2. Readable font size
3. High-quality images and graphs
4. Make use of white space

Poster Layout
• Many different options that you can use
• Select one that allows the most important information to stand out
Layout ideas:


Images / Graphs
• Use only high-quality, high-resolution images.
• Double-check to be sure you've uploaded good pictures: a high-quality image should not appear blurry or pixelated at 100% zoom.
• If using another person's image, make sure to cite the source

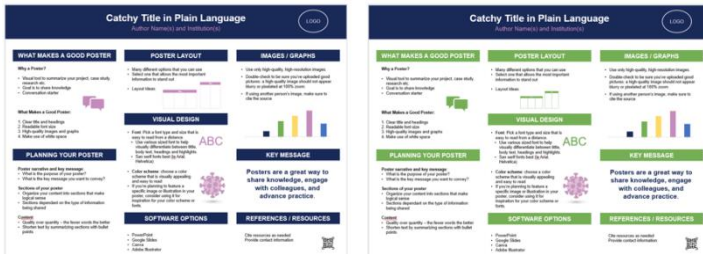
Visual Design
• Font: Pick a font type and size that is easy to read from a distance
• Use various sized font to help visually differentiate between title, body text, headings and highlights.
• San serif fonts best (ie Arial, Helvetica)
• Color scheme: choose a color scheme that is visually appealing and easy to read
• If you're planning to feature a specific image or illustration in your poster, consider using it for inspiration for your color scheme or fonts.

Planning Your Poster
Poster narrative and key message:
• What is the purpose of your poster?
• What is the key message you want to convey?
Sections of your poster
• Organize your content into sections that make logical sense
• Sections dependent on the type of information being shared
Content
• Quality over quantity – the fewer words the better
• Shorten text by summarizing sections with bullet points

Key Message
Posters are a great way to share knowledge, engage with colleagues, and advance practice.

Software Options
• PowerPoint
• Google Slides
• Canva
• Adobe Illustrator

References / Resources / Acknowledgments
Cite resources as needed
Provide contact information



Creating a Poster using PowerPoint

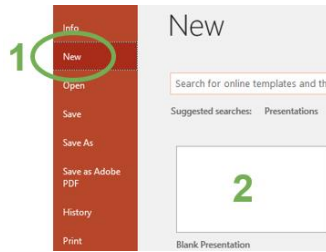
(The poster is a PowerPoint slide that been re-sized)

Create a New Presentation

Open PowerPoint

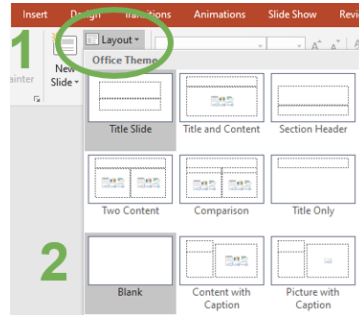
Start a new presentation:

1. New
2. Select Blank Presentation



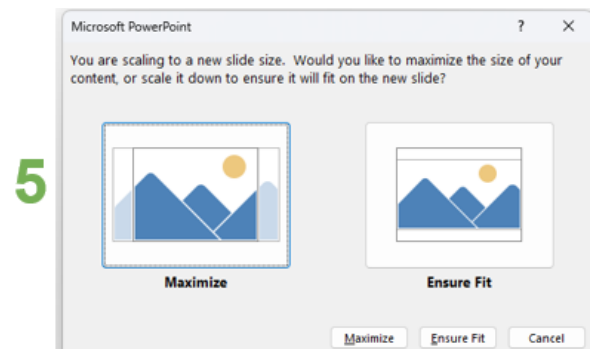
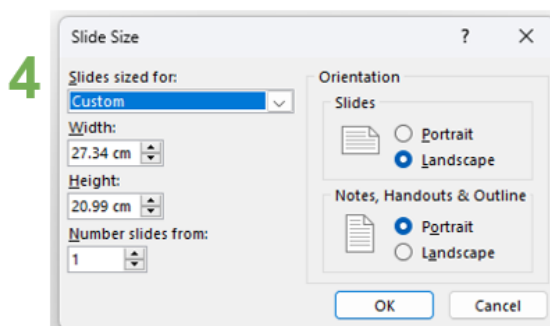
Remove Current Placeholders

1. Layout
2. Choose Blank



Set Size of Slide to Size of the Poster

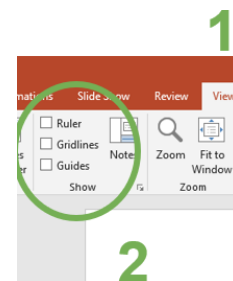
1. Design tab
2. Open Slide Size box
3. Click Custom Slide Size
4. Under "Slides sized for": Select Custom
Change Width & Height to desired measurements:
 - Landscape: Width: 120 cm, Height: 90 cm
 - Portrait: Width: 90 cm, Height: 120 cm (also under Orientation, change Slides to Portrait)
5. If a pop-up shows, choose Ensure Fit



View Gridlines (can be helpful with aligning content as you add it to the poster)

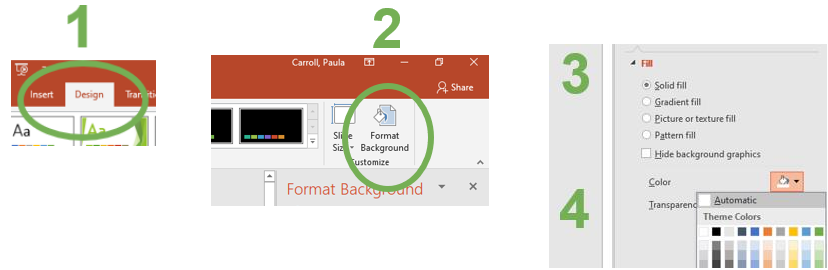
1. View tab
2. Click on Gridlines

To remove Gridlines: unselect



Add a Background Colour

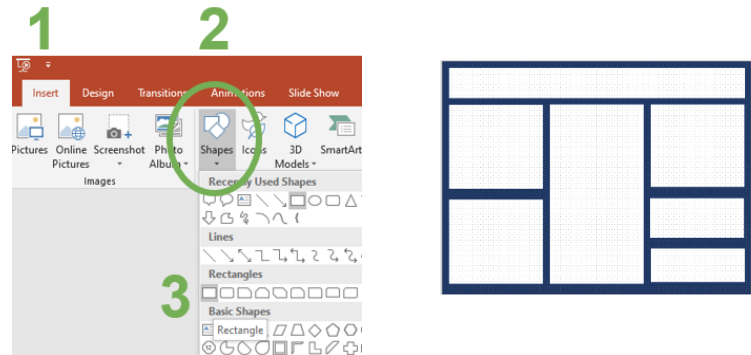
1. Design Tab
2. Format Background
3. Select Solid fill
4. Select desired colour



Arrange Layout

1. Insert tab
2. Shapes
3. Select Rectangle

Press and Drag to create the box where you want it.
Use gridlines to help orient them to fit the space.
Add more boxes for each section that you need content



Add Text

To add text, copy it from Word (or other document) and paste it into text boxes. Do one section at a time.

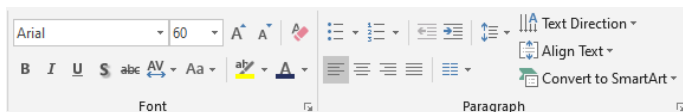
Add text boxes to each rectangle:

1. Insert tab
2. Text Box
3. Press & Drag to create text box inside a rectangle
4. Copy text into box
Repeat steps for each section of text you want to include in your poster.



Format Text

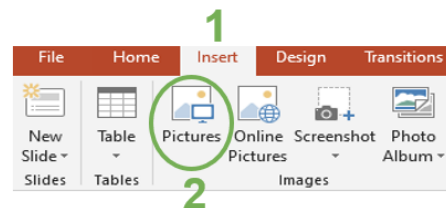
Text can be formatted using the Font and Paragraph groups, located on the Home tab.
Font group: tools for changing the appearance of your text, including changing the font's size and color.
Paragraph group: tools for changing text alignment, line spacing, and for creating lists.



Add Images

1. Insert tab
 2. Pictures
- Select the image from your files. Double click the file to add it.
Move to the appropriate place in the poster (press & drag)
Use high resolution images (300 dpi).

Double check that picture quality ok - a high-quality image should not appear blurry or pixelated at 100% zoom



Prepare Poster for Printing

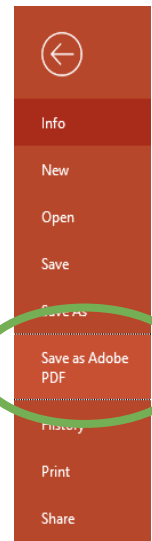
Remove Gridlines (unselect from View tab)

Save as PDF - This ensures that your poster will look exactly the way you want it to when it's printed, and will package all of your images, fonts, and text into one file that can be opened and printed on any computer.

- File tab
- Save as Adobe PDF

Get feedback from colleagues before finalizing/printing the poster

Examples:



Catchy Title in Plain Language, Arial, size 96

Author Name(s) and Institution(s), Arial, size 60

LOGO

What Makes a Good Poster size 60

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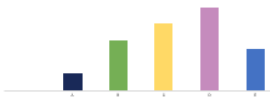
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ABC



Images / Graphs

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A small version of the poster template, showing the title, author information, and the main content sections.

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Get creative and have fun with it!