



2025 FLARE Annual Meeting Poster Guidelines

If you have requested FLARE to print your poster, please send the file to flare@nd.edu no later than October 13th, 2025.

SET-UP AND PRESENTATION

- When you arrive on Friday, October 24th at the University of Engineering and Technology (UTEC), the FLARE coordinators and volunteers will be at the Registration Desk to collect your poster. It will be set up that day.
- Be present at your poster during the poster session – **Saturday, October 25th, from 15:15-16:15.**
- The poster will be displayed for the entirety of the conference, so there will be ample opportunity to present your work to the other attendees.
- Poster set-up and session is subject to change. The FLARE team will reach out to you if any changes are implemented.

SIZE

- 32 x 40 inches (81 x 101cm)
- Landscape orientation is typical

SUGGESTED SECTIONS

- **Logos & Photo:** Relevant organizational logos and recent photo of presenter
- **Title & Authors:** Use 80-100 pt. font for the title and 36-48 pt. font for the authors.
- **Introduction/Objectives:** Use 18-24 pt. font. What are the specific aims of the project? What is the “big picture?”
- **Methods:** Use 18-24 pt. font. Describe the methods, materials, techniques, and models that were employed in the research. How was the research conducted?
- **Results or Expected Results:** Use 18-24 pt. font for text, figures, graphics, and graphs. What was the outcome of the research? If the research is on-going, what do preliminary results seem to indicate? Use tables, figures, and/or graphs to summarize data. All figures must be labeled (Table 1, Figure 2, etc.), titled, and referred to in the text of the poster. If data are inconclusive or flawed, report them and use the “Conclusions” section to discuss what may have influenced the data and how the experiment should be adjusted when repeated.
- **Discussion and Conclusions:** Use 18-24 pt. font. Describe whether the data does or does not support the hypothesis. What are the implications of the work for future investigation? What does the data mean?
- **Acknowledgements:** Use 18-20 pt. font. Acknowledge people who helped with the research and sources of funding.
- **Contact information:** Use 18-20 pt. font. Include the name and email address of the presenter.

TIPS *Keep it Simple!*

- *Do not try to squeeze too much on the poster.*
- Arrange your material in a logical progression.
- Arrange materials in columns.
- Use only 2 or 3 colors in the poster: too many colors can be distracting.
- Select font colors and background colors to maximize contrast: A dark font on a light background is more easily read than vice versa.
- To emphasize a point, use bold or italics rather than underlining as underlined words can be more difficult to read. Upper- and lower-case type (rather than ALL CAPS) is easier to read, even in headings.