



GRAD STUDENT POSTER PRESENTATION TIPS

Poster sizes with Virginia Tech Printing Services

Plain paper for a one-time presentation

- 42 inches wide is the max

Photo paper for multiple-use presentation

- 36 inches wide is the max

No limitations on length (check submission requirements where you are presenting)

Poster design

If you use PowerPoint to create your poster, please [download the university slide deck template](#). For the best results, it is highly recommended that you design your poster at the exact size or ratio in PowerPoint. This ensures proper scaling and prevents potential issues when printing.

Basic steps

To change the slide size:

1. Select the **Design** tab of the toolbar ribbon.



Slide
Size ▾

2. Select **Slide Size** near the **far right end** of the toolbar.
3. Select **Standard** (4:3 aspect ratio) or **Widescreen** (16:9) or **Custom Slide Size**.

Standard, 4:3

Widescreen, 16:9

Adding logos to your poster is a great way to showcase Virginia Tech, the college, and the Department of Agricultural and Applied Economics.

1. Always use the following logos on your poster
2. If you need to use a logo on a dark background, use the white version with a transparent background
3. If you need to use the logo on a white background, use the color version
4. Logos can be [downloaded here](#)



If space/design is an issue with using the above logo, the following is acceptable:



Please keep your poster content free at least ½ inch around the entire poster for ease of trimming

Process to order

1. Speak with your advisor or the faculty member you're presenting with to obtain a funding number for covering printing costs (required)
2. Send the poster to Melissa Vidmar at vidmar@vt.edu to review for branding and grammar only (optional, but encouraged)
3. Get final approval from your advisor or the faculty member you're presenting with prior to placing your order (required)
4. Email Melanie Rader, FNP Logistics Coordinator at mprader@vt.edu, at least 3-5 business days before needing the poster, and include the fund number and poster size.
 - a. Copy Andrea McClure at andream25@vt.edu
 - b. Copy Pailin Chaiprasertsiti at pailinc@vt.edu

Students are responsible for picking up posters at Printing Services, 1425 South Main St., Blacksburg (Across from Kroger and beside Oasis Food Market).