

# I@Q POSTER REQUIREMENTS

Research posters are visual aids that are used to present scholarly work. Information is presented concisely and in a visually appealing manner to attract attention and spark discussion.

Please ensure your poster meets all of the criteria outlined in this document before submitting the final poster file.



## CREATING YOUR POSTER

### DESIGN

- ✓ Portrait orientation
- ✓ Not overly text-heavy
- ✓ Include some visuals
- ✓ Around 24-36pt font size  
Use sans serif fonts  
Avoid CAPSLOCK

### DIMENSIONS

- ✓ Set the dimensions of your document to 3x4 ft (36x48 in) in portrait orientation. The file must be formatted to this size.
- ✓ Check the dimensions of your final PDF file by CTRL + D and checking page size.

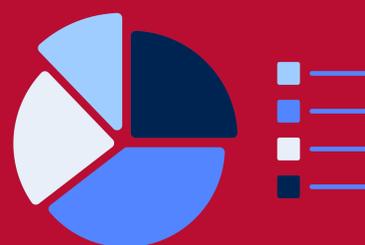
### DON'T FORGET

- ✓ Use high-contrast colours
- ✓ Chunk up content into sections with headings and lists
- ✓ Use high-resolution images
- ✓ View your poster at 100% to check graphics

## SENDING YOUR POSTER FILE

The library will print and display your poster for you. Please email [iatq@queensu.ca](mailto:iatq@queensu.ca) with the following:

- PDF file of your poster (ensure the dimensions are correct!)
- Use this naming convention for your file:  
**LastnameFirstname-poster-year**
  - for example: LiDanielle-poster-2026



Use graphs to visualize research or findings.



Illustrations add visual interest and emphasis.



## VERY IMPORTANT NOTE

It is the student's responsibility to meet the poster requirements outlined in this document. Otherwise, the poster will not be printed and displayed as part of the I@Q Conference.

**CHECK ACCEPTANCE EMAIL FOR POSTER SUBMISSION DEADLINE**

Please send any questions to [iatq@queensu.ca](mailto:iatq@queensu.ca)