

GUIDELINES TO DESIGNING AND SUBMITTING POSTER PRESENTATION 2025 YALE PEDIATRIC RESEARCH FORUM

The 2025 Yale Pediatric Research Forum Poster Presentation will be taking place from 2:15-4:30PM on Wednesday, May 14, 2025 in the Lobby of The Anlyan Center (TAC) located at 300 Cedar Street. You can hang your poster in the lobby anytime between 8:30a-1:15p. Push pins will be available. Please remove your poster at the end of the event.

Submission Instructions

In order to submit your poster design, please email the PDF document to Betsy Nero (peds.research@yale.edu) by 5:00 PM on Wednesday, April 23, 2025.

Design Instructions

Please lay out your one-piece poster for Yale Printing & Publishing Services to print on their large-format printer. We suggest designing your poster using Microsoft PowerPoint (PPT). The Department of Pediatrics will pay for the printing of posters if submitted by the deadline date.

The posters are displayed on poster boards that are 4'x8'. We display TWO posters on each side of the poster boards. For this reason, the dimensions of your poster should only be 40" in width by 32" in height. The maximum size of the poster should be no larger than 44" in width by 42" in height.

The best type of file to submit for printing is a PDF file, as a PDF file generated from the program in which you made the poster (such as PowerPoint or Illustrator) will lock everything into place as a high-resolution, bitmapped image. After you have converted your PPT file to a PDF, please be sure to thoroughly inspect your poster design to ensure nothing has disappeared or shifted from the original poster file, and to be sure the document is optimized for print (or high-resolution). Please note that Yale Photo & Design is unable to make changes to a PDF file.

Tips for laying out your poster:

- Suggested typeface choices are Helvetica or Arial, Times New Roman, Palatino, and Century Schoolbook. Do not use fonts with city names (Geneva, New York, Chicago, etc.).
- Use one typeface for the whole poster, and only use different sizes and font styles (i.e. roman, bold, italic, all caps) sparingly. Avoid underlining.
- When formatting tables, manually set the tab stops.
- Never use character spacing when laying out a table.
- If your poster includes a logo(s), Yale must be represented by the word mark "Yale" not the shield. Yale School of Medicine (the proper way to reference the Medical School), is represented by the full color shield. Follow the link below to get the logo(s). We will review for quality and replace as needed, before sending your poster to print. When sizing a logo please start from the corner, click and hold the Shift key to maintain proper proportion.



ypps.yale.edu/download-graphic-files

Find your download (use .eps when available) save the compressed folder to your desktop and extract all.

Should you have any formatting questions, please contact Betsy Nero (peds.research@yale.edu).