STEM POSTER PRESENTATION CHECKLIST

Step 1: Content Creation (50%)

- ☐ Understand the assignment and review the assignment rubric (2%).
- ☐ Consider your audience (2%).
- ☐ Organize your research (23%).
    - o Gather research information to be displayed on your poster.
    - o Include introduction, methods, research, discussion, reference list, and (possibly) an abstract.
- ☐ Create visual content (13%).
- ☐ Create data visualizations such as tables and charts (10%).

Step 2: Design (40%)

- ☐ Determine the physical parameters of your poster, such as size and location of presentation (2%).
- ☐ Choose design software (5%).
- ☐ Design logical flow of information and create the poster (20%).
- ☐ Develop text hierarchy (3%).
- ☐ Consider the University of Waterloo brand and templates.
- ☐ Consider copyright (2%).
- ☐ Determine print production (8%).

Step 3: Presentation (10%)

- ☐ Prepare and rehearse a 4-5 minute oral overview of the research presented on your poster.
- ☐ Practice this script while standing in front of your poster and interacting with your visuals.
- ☐ Brainstorm possible questions observers may ask and prepare answers.

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