Poster Evaluation Checklist

Basics
- ☐ Title and other required sections are present
- ☐ Complete author affiliation & contact information is included
- ☐ The poster conforms to the requirements of the conference where it will be presented
- ☐ Font is sans-serif
- ☐ Font is consistent throughout
- ☐ Spelling is correct throughout
- ☐ Grammar is correct throughout
- ☐ Acronyms are defined on first use
- ☐ Content is appropriate & relevant for audience

Design
- ☐ All text can be easily read from 4 feet away
- ☐ Flow of the poster is easy to follow
- ☐ White space used well
- ☐ Section titles are used consistently
- ☐ Images/graphics are used in place of text whenever possible
- ☐ Bullet points/lists are used in place of text whenever possible
- ☐ All images are relevant and necessary to the poster
- ☐ Charts are correct – i.e. appropriate type for data, data is correct & correctly represented
- ☐ Text color and background color are significant in contrast for easy reading
- ☐ Background color doesn't obscure or dim text
- ☐ Images are clear, not pixilated or blurry

Content
- ☐ The "story" of the poster is clear
- ☐ The content is focused on 2-3 key points
- ☐ Title is clear & informative of the project
- ☐ Problem, or clinical question, is identified and explained
- ☐ Current evidence related to project is listed
- ☐ Objectives are stated
- ☐ Methods are described
- ☐ Results are presented
- ☐ Conclusions are stated
- ☐ Implications to practice and to other professions are presented
- ☐ References are listed
- ☐ All content is relevant and on the key points
- ☐ Content is not duplicated in text and graphics

Oral Presentation
- ☐ Presenter greets people
- ☐ Presenter is able to give a concise synopsis of poster
- ☐ Presenter is able to explain all diagrams and sections
- ☐ Presenter speaks fluently – i.e. doesn't stumble, leave sentences/thoughts hanging
- ☐ Presenter has questions to ask viewers