



Title of the Poster (Times New Roman 40 point font, Bold)

Author Names (Times New Roman 36 points)

Author Affiliation and Email ID (Times New Roman 30 points)

Abstract

Start with a blank slide, adjust the slide size to the desired dimensions (36" high x 30" width or 90cm height x 75 cm width), and choose a background color and design. Use bold text, clear headings, and visuals to guide the audience through your research.

Keywords: 2 – 4 Keywords.

Methods

Here's a breakdown of creating a technical conference poster in PowerPoint:

1. Setting Up the Slide:

Choose a Blank Slide: Start with a new slide in PowerPoint and delete the default layout.

Adjust Slide Size:

Go to Design > Slide Size > Custom Slide Size.

Enter the desired width and height (36" height x 30" width or 90cm height x 75 cm width).

Select "Portrait" orientation for the poster.

Set Background: Choose a background color or image that complements your content.

Determine Layout: Plan how you will organize your information (e.g., columns, sections). We recommend a column format.

2. Content and Structure:

Title: Make it clear and eye-catching, using a large, bold font.

Abstract (Optional): A concise summary of your research.

Introduction: Briefly introduce the topic and the problem you're addressing.

Methods: Outline your research methods and procedures.

Results: Present your key findings using graphs, charts, and tables.

Discussion: Analyze your results and discuss their implications.

Conclusion: Summarize your findings and provide a final take-away.

References: Include citations for any sources used.

Acknowledgements: Acknowledge individuals or groups that helped with your research.

3. Visual Elements:

Use Visual Aids: Include images, diagrams, and graphs to illustrate your points.

Choose Readable Fonts: Use a clear, sans-serif font (e.g., Arial, Helvetica) for text.

Maintain Consistency: Use a consistent color palette and font style throughout the poster.

Use White Space: Don't overcrowd the poster with text; leave enough space for readability.

4. Tips for a Professional Poster:

Keep it Concise: Posters are read quickly, so keep your content to the point.

Use a Clear and Concise Title: Make it clear what your poster is about.

Use a Large and Readable Font: The audience should be able to read your poster from a distance.

Use a Consistent Layout: This will make it easier for the audience to read and understand your poster.

Proofread Carefully: Check for any spelling or grammatical errors before printing.

5. Templates:

Use the template provided by ITC India 2025 for your poster preparation. By following these guidelines, you can create a compelling and informative technical conference poster presentation in PowerPoint.

Submission and Printing of Poster for ITC India 2025:

Please ensure that all images, text, and tables are clearly visible in the PowerPoint preview.

Once you are satisfied with the preview, save your poster in PDF format. Carefully review the PDF version of your poster for any formatting issues. Posters must be submitted in PDF format to ITC India by June 30, 2025. The conference team will print the poster at the size specified in the PDF file, so it's important to submit your poster early. Posters submitted after the deadline will not be printed.