



The London Student Sustainability Conference Poster Checklist

As soon as you have received confirmation of your place at the Conference you can start creating your poster. Academic posters are a quick way of presenting research and projects in a visually attractive and informing format. They are designed to give a taster of what your work is about; more detailed than an abstract but not an in-depth explanation. Please use the checklist below to ensure your poster meets all the Conference requirements.

22nd January 2027 Final poster submission deadline	Deadline for sending an electronic copy of your poster in PowerPoint (only) format. Please note, you do not need to print your poster. Posters will not be accepted after this date.
Wednesday 24th February 2027 Conference	London Student Sustainability Conference 2027 hosted at University West of London

Design

- Size – Your poster must be A1 size, portrait. Blank templates will be provided to ensure the size is correct. Be sure to check the dimension settings in whichever application you use and change them to **A1 size: 59.4 x 84.1 cm**.
- Format – Submit your poster in **PowerPoint (only) format**.
- Layout – Information should flow across the page so that the reader's eye naturally follows it.

Accessibility

- Background – Use a plain white or a light colour for the background – avoid using a patterned background or a dark background with light text as this makes it more difficult to read.
- Font – Posters should be readable from a distance of 1 metre. Use a font which is easy to read and of sufficient size. A minimum font size of 36 is recommended if using Arial, however size will be dependent on your choice of font.
- Colour – Use colours that work together, one main colour and up to three accent colours is usually sufficient. Use colour sporadically to highlight particular aspects of information.
- Formatting – Use text formatting and colour to highlight headings.

Find out more about how to [create accessible content](#)

Content

- Name and presentation title – Clearly display these on your poster.
- University logo – Must be displayed on your poster and be clearly visible. Do not stretch or distort the logo.

- Acknowledgements – Acknowledge relevant colleagues, departments, research councils, businesses or other external partners. The bottom of your poster is a good place to do this
- Jargon-free – Your poster will be read by a mixed-discipline, non-specialist audience so you need to present your project or research in a way that the audience can understand it. This includes making sure your text is jargon-free and you explain technical terms where necessary.

Graphics, e.g. images, tables, logos, graphs and photographs

- Relevance – Use graphics that are relevant to your work and help you to illustrate a point that may be difficult to convey in words alone.
- Permission – Ensure you have obtained copyright permission for any graphics that you have not created yourself. You also need to reference them properly. PowerPoint provides copyright free images.
- Captions – Refer to the graphics you use in your text so that the audience understands their relevance. Place explanatory captions near to graphics as necessary.
- Resolution – Make sure that any graphics you use will still be clear and good quality when they are enlarged for your A1 size poster.
- Accessibility – Do not use colour or spatial position alone to convey information (e.g. using red to indicate negative and green to indicate positive).

Final Checks

- Does your poster **convey the message** you want to get across?
- Have you **spell checked** your poster?
- Have you checked that your margins are set the way you want them?
- Have you given enough room for images, tables and diagrams?
- **Does your poster include any jargon or technical words which the audience may not understand?** We recommend asking someone who is not from your course to look over your poster before you finalise it. They will be able to tell you if it is clear to read and understand, and they might spot any mistakes that you haven't noticed.

Submission

Submit an electronic version in PowerPoint format (only) to the Conference team by emailing hello@lsscnetwork.com

Deadline for submission is Monday 22nd January 2026.

Posters submitted after this date **will not be accepted**