

Research Poster Preflight Checklist

Check the conference and print shop requirements first; they override this checklist.

- ☐ Confirm required finished size, orientation, submission format, and deadline.
- ☐ Open the matching A0/A1 portrait/landscape file; do not resize the slide.
- ☐ Keep essential text and graphics inside the 20 mm safe area.
- ☐ Ask the print shop whether bleed or crop marks are required; this pack has neither.
- ☐ Check image effective resolution at final printed size.
- ☐ Use the design-font track only after installing the included fonts; otherwise use Arial.
- ☐ Export one slide to PDF from supported desktop PowerPoint.
- ☐ Measure the PDF MediaBox: A0 841 × 1189 mm or A1 594 × 841 mm.
- ☐ Inspect fonts for substitution and scan every text box for overflow.
- ☐ Check color, minimum line weight, transparency, and contrast at 100% zoom.
- ☐ Test every QR code and link from a second device.
- ☐ Order or print a proof copy when the venue or budget allows.
- ☐ Use the conference's exact file naming convention before submission.

Final gate

Open the exported PDF again and inspect all four corners, the smallest text, chart, and table.
If size, fonts, or content differ, stop and export again before sending it to the printer.