ME 481
Mechanical Engineering Design Projects

Guide for Posters

Creating Posters:
- Power Point is an excellent tool to use in creating the layout for your poster.
- In Power Point you should set the poster size to 28” x 38”. Do this by choosing the Page Setup item under the File menu. In the Page Setup dialog box, chose Slides sized for: Custom, set the width to 38 inches, and the height to 28 inches.
- Sample posters from last semester are posted at the ME 481 course web site: http://www.egr.msu.edu/classes/me481/course/
- Posters are to be printed at the DECS help office and will be charged to the ME 481 account. Only one printing per team is allowed. **DECS will not start any poster printing job after 8:30 pm.**
- Posters must be mounted on a 30” x 40” poster board. These boards are available from the ME 481 staff. Room 2250 EB has been reserved for Wednesday and Thursday of Design Week from 6-10 pm as a poster fabrication site. ME 481 instructional staff will be available to assist you in mounting your posters. Spray glue will be available in this room for use in attaching your poster to the poster board.
- Posters may be laminated, but it is not required.
- For transport, cover your poster with a plastic bag.

For Design Day:
- The 1st floor lounge in the MSU Union will be the site of the poster displays.
- Posters and related displays (prototypes, instrumentation, etc.) are to be setup by 8 am.
- Posters are to be staffed by a team member from 8-12, except for when the team is presenting.
- Posters are NOT to be taken to the oral presentation.
- If the team has any needs beyond an easel (televisions, DVD players, VHS players, tables, power cords, extra easels, laptops, or extra space), please contact Mr. Gunn (gunn@egr.msu.edu) and inform him of your needs by Wednesday of Design Week.
- Please have your poster display taken down by 12:00 noon, but leave your poster on its easel. The poster belongs to the ME Design Program.

Grading and Judging
- Mr. Gunn will be grading the posters. The grading criteria are posted on the ME 481 course web site.
- A best poster award for ME 481 will be given. The judging criteria are posted on the ME 481 course web site.