

# Guidelines for Presentation

## Guidelines for Oral Presentation

Oral presentation will be for 12 minutes and discussion for 3 minutes.

Preferable to limit the number of slides to 20.

Authors are suggested to use Sans Serif Fonts (e.g. Arial, Courier etc.) with a font size of at least 20 points.

## Guidelines for poster presentation

We will provide each poster presenter with a numbered gray display board that measures 5 x 4 feet. Commercial advertising of products or services is not allowed. Push pins/tapes will be provided. The posters shall be prepared in A0 or A1 size sheets. The poster session goes on for the entire duration of the conference. The posters can be kept ready by 9 AM on day 1 of the conference and kept their till 4 PM on day 2. At least one of the authors should be available near the posters during tea/lunch breaks and during the designated poster sessions.

The goals in designing a poster should be:

- i) To attract attention,
- ii) To provide a clear overview of your work,
- iii) To provide enough material to explain the research without an oral explanation, and
- iv) To provide enough material to initiate discussion and questions.

## Suggestions from Poster Authors, Viewers, and Other Conferences

This is a compilation of suggestions from poster authors, viewers, and other conference organizers<sup>1</sup>. Simplicity and clarity are the keys to an effective poster.

- **Simplicity** - Avoid overwhelming viewers with too much information, the casual viewer should be able to identify the main messages after a quick look at the poster.
- **Clarity** - Identify a limited number of messages viewers should take away – 3 is about the maximum number possible. The messages should be clear, novel, and important.

## General Design Suggestions

- Viewers find it easier to follow a poster printed on one large sheet with the material arranged in columns. Arrange material in a logical sequence that is clear to readers (typically starting at top left and ending at bottom right.)
- Strong visual contrast is critical – many people have trouble distinguishing between closely related colors. For example approximately 7 percent of the male population—either cannot distinguish red from green, or see red and green differently.
- Text and illustrations should be easily readable from 3 feet away.
- Color is a good tool to highlight important points, however too many colors make poster look “busy” and make it difficult for viewers to find the critical points.
- Use pictures, graphs, and tables instead of text where possible – try for 50% graphics.
- *Text*
  - o Text should be dark on white or light paper
  - o Long paragraphs will not be read – use short statements or bullet points.
  - o Avoid abbreviations, acronyms, and jargon
  - o Try to state your main results in 6 lines or less
  - o Use sans serif fonts (ex. Arial or Helvetica) not serif fonts (ex. Times Roman)
- *Illustrations*
  - o Charts, drawings, and illustrations should be simpler and heavily drawn
  - o Illustrations should include titles or labels, labelled axes and identified units

## Poster Content

Here is a general guideline for the poster content. The specific elements will depend on the research

- Title, poster and paper number, author names, institutional affiliation - Letters 1 - 2” high – across the top of the poster,
- Introduction / Objectives,
- Statistical or Analytical Methods,
- Summary / Results,
- Conclusions,
- Future Directions,
- Acknowledgements

## Presenting your poster

- prepare a short presentation (about 5 minutes) to give periodically to those assembled around the poster
- have handouts and/or business cards