Poster Presentation Tips

- Presenters should bring their own materials for attaching illustrations to the boards.
- Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight your title, headings, and subheadings with colors or colored lines.
- Format headings and subheadings to be at least 25% larger than the text copy in bold or semi bold.
- Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs.
- Text in upper and lower case letters is more readable than all capitals. Text type should be at least 1/4-inch (0.64 cm) tall and readable from a distance of 6 feet (1.8 m).
- Back-lighted photos, sound or projection equipment, and free-standing displays are strictly prohibited.
- All poster papers will be limited to half-size boards (42.5" wide x 42.5" high). No exceptions will be made. Posters exceeding these size limits may be refused.
- You may wish to bring a supply of business cards and a pad of paper for viewers to leave their contact information.

Oral Presentation Tips

- Create your presentation in PowerPoint format.
- Presentations will be uploaded at the meeting. Be sure to bring your presentation on a portable storage device (flash drive/travel drive/memory stick). Individual presentations then begin with the click of a mouse.
- Practice your presentation beforehand and time it.
- Most volunteered papers are 15 minute presentations, including time for questions. Plan on making a 10-12 minute presentation to allow a few minutes for your introduction and any questions from the audience.   An LCD projector and PC/laptop will be provided for PowerPoint presentations.
- Use active words, short sentences. Words should reinforce visual material.
- Speak loudly and clearly into the microphone. Be sure to repeat any comments or questions from the audience.