GUIDELINES FOR ORAL AND POSTER PRESENTATIONS

Oral Presentations

Time: **30 min. = 25 min. plus 5 min. for discussion**
                      15 min. = 12 min. plus 3 min. for discussion
                      14 min. = 12 min. plus 2 min for discussion (Friday session on education)

Please stay with your allotted time. APSORC '09 has parallel sessions and it is therefore very important to finish your presentation and the discussion on time. The chairs are instructed to terminate the presentation after the allotted time has passed.

- **If you cannot read your presentation on your 14-inch (35 cm) laptop screen from 10 feet (3 m) away, then your presentation will not be legible to the audience.**
- **Use at least 24 point font size** to make text easily legible. **Larger is better.**
- **Use high contrast colors between background and text.**
- **Remember - don't put yourself in a position of having to apologize for your slides. If you must introduce a slide by saying "You may not be able to read this, but. . ." please consider not showing it.**
- **Minimize clutter.** Instead of one complex slide, make several simplified slides with a conclusion slide describing the overall concept.
- If you use non-standard PowerPoint or Windows fonts, make sure you bring them along.
- Do not use links to presentations or media files on your own computer.

Design Suggestions for Scientific Posters

- Each poster **can measure 4-6 feet high** (recommended is 4 feet, because anything longer will extend below the poster board) **x 4 feet wide** (including frame). The eight feet poster boards will accommodate two posters on each side.
- Allow ample time to prepare your poster. All poster materials (illustrations, charts, and text) must be prepared in advance.
- All posters should feature a title, your name, the name of the institution where the research was performed, and should credit other contributors, as appropriate.
- Use a crisp, clean design. <u>**All lettering should be legible from about 5 feet (1.5 m) away**</u>**. Title lettering should be about 2" to 3" (5 to 7.5 cm). Subheading lettering should be 1/2" to 1" high (1.25 to 2.5 cm). Text lettering should be approximately 24 points (1/4" or .625 cm) or larger**.

- Make illustrations simple and bold, with **captions at least 3/8" (.939 cm) high**. Enlarge photos, tables, and charts to show pertinent details clearly.
- Do not tell the entire research history. Present only enough data to support your conclusions and show the originality of the work. The best posters display a succinct statement of major conclusions at the beginning, followed by supporting text and a brief summary at the end.
- Displayed materials should be self-explanatory, freeing you for discussion.
- Utilize other techniques to improve the graphic impact. Use color to add emphasis and clarity. Simplicity, ease of reading, etc., are more important than artistic flair. Keep in mind that lighting may not be ideal at the poster sessions, so make sure your contrasts and color combinations are easy to read.
- APSORC '09 will provide a reasonable supply of push-pins, although it is wise to bring your own, or Velcro, so you can set up your poster quickly. All material must be removable. You may not write, paint, or use paste on the board.
- You may want to bring handouts of your abstract or copies of your data and conclusions to share with interested viewers. Some authors also provide sign-up sheets to record names and addresses of attendees who might wish more information, reprints, etc.