

Guidelines for Oral and Poster Presentations – PSG 2015

Guidelines and tips for preparation of your Oral presentation

Each oral presentation has a 15 minute slot, which includes time for questions and at least 1 minute to change speakers and PowerPoints, so your total time will be 14 min. Practice for a 12 minute presentation leaving 2 minutes for questions or if you need a little more time. Remember this is not your entire study, a plenary talk, or presentation to a non-professional group. Unless it is a “techniques paper” keep your methods simple; most of the audience understands basic seabird study techniques. The most common mistake is to spend 5-7 minutes on introduction and methods and then have to rush through results and conclusions.

Use Microsoft PowerPoint for windows. If you prepare it on a Mac, test it on a windows computer.

If you have audio or video clips in your presentation be sure the files are imported from the same file folder as the presentation, and bring all files with you.

White backgrounds tend to blind the audience and make it hard to see what is on the slide, so use at least a little color in the background.

Fonts such as Times and Times New Roman are difficult to read from the back of the room. Use fonts such as Arial or Calibri with letters that have lines the same thickness. Same for maps and graphs.

Use a large font size. A good rule is a minimum of 18 point, but it varies with fonts (some should be larger). Bold letters are often easier to see from the back of the room.

We will try to have the screens as high as possible, but often if one has a tall person in front of them or the screen is not high enough, it can be hard to see the bottom quarter of the screen. It is best not to put an integral part of your message at the bottom of the slide, as some will not be able to see it. Also many will not be able to read the X axis of graphs displayed on the full slide, so keep them simple, allow for margins, and plan the time to explain the X and Y axis.

Guidelines and tips for preparation of your Poster

There will be four posters displayed per board (two per side). Each person has a 48 x 48 inch space, but to allow for adequate space between posters (and to attach those hand-outs at the bottom), we recommend posters be no more than **44 inches wide x 46 inches high**, including a margin around the content of your poster. Posters will adhere to the boards using push pins that will be provided.

Posters can be displayed from Wednesday (Feb 18) afternoon through Friday (Feb 20) at 4:00 pm

Posters will be assigned a number that will be consecutive to placement on poster boards in the display area. This number will be posted in the poster area.

The **poster session will be Thursday (19 February) evening, 1830-2200**, when you should be available to answer questions and present your poster (especially if you are a student). We will assign time periods for presenters when you will be expected to be at your poster.

This at-poster interaction time is a highly valued way to describe one's work and to meet face-to-face with those interested in it. Of course, a presenter can also discuss his/her poster with interested individuals whenever the exhibit hall is open. Posters will be physically arranged topically, associated with the scientific sessions to which they are attached.

Guidelines and general suggestions for good posters:

- Minimize text - use images and graphs instead.
- Keep text elements to 50 words or fewer.
- Use phrases or bullets rather than full sentences.
- Use an active voice.
- Avoid jargon (depends somewhat on audience).
- Left-justify text; avoid centering and right-justifying text.
- Use a serif font (e.g., Times) for most text - easier to read.
- Sans-serif font (e.g., Helvetica) OK for titles and headings
- Text should be **at least** 24 point in text, 36 for headings.
- Pay attention to text size in figures - it must also be large.
- Title should be **at least 5cm tall**.
- Use a light color background and dark color letters for contrast.
- Avoid dark backgrounds with light letters - very tiring to read.
- Stick to a theme of 2 or 3 colors - much more will overload and confuse viewers.
- If you use multiple colors, use them in a consistent pattern - otherwise viewers will spend their time wondering what the pattern is rather than reading your poster.
- Overly bright colors will attract attention - and then wear out readers' eyes.
- Consider people who have problems differentiating colors, especially when designing graphics - one of the most common is an inability to tell green from red.
- Be sure to have your contact information (or even a small photo of yourself or team) on the poster.
- **KEEP IT SIMPLE!** It should attract the attention of a person quickly scanning among many posters, and give the highlights. If someone is interested, they can then get details from you or references you provide. You can also provide additional details in a handout of your poster.