

## Poster Presentation Tips

- Presenters should bring their own materials for attaching posters to the boards. Please **do not use** tape or push pins. A limited amount of Velcro will be available in the Exhibit Hall.
- All Societies' posters are displayed on a half-size board (44.5" wide x 44.5" high).
- Concentrate on a few main points, rather than crowding too much information into the poster. Highlight your title, headings, and subheadings with colors and 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 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.
- Each poster will have access to part of a 6-foot table. These tables are to be shared and not moved from their location.
- After your presentation time is complete, presenters must collect their poster from the Exhibit Hall between 6:00–6:15 pm. ASA, CSSA, and SSSA accept **no** responsibility for material left behind, lost, stolen or damaged.
- 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. Use the **widescreen 16:9 format** for your slides. 4:3 formatted slides will appear stretched when projected.
- Research best practices for PowerPoint presentations. Keep in mind that the best slides may have no text at all. PowerPoint slides are meant to support the narration of the speaker, not make the speaker superfluous. Make sure your audience sitting in the back row will be able to see any images or text on your slide, and use high-quality images.
- Please make figures comprehensible for color-blind readers.
- Upload your PowerPoint presentation. You will be notified by email when it is time to upload your presentation online. All presenters must upload their PowerPoint presentations online or 24 hours in advance of their presentation in the Speaker Ready Room at the meeting to have them pre-loaded on the session computer. 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.
- 5 Minute Rapid presentations are also available. These can be presented alone or in conjunction with a poster session. There are only three slides allowed per rapid oral presentation.
- Use active words, short sentences. Words should reinforce visual material.
- Use inclusive language (i.e. "For those who can, please stand.")
- Speak loudly and clearly.