

## Tips on preparing a Poster Presentation

The poster session will be an integral part of our conference program, thus it is important that the posters presented are of a very high quality. Poster display boards will be provided.



### Why present a poster?

- The visual impact of a poster may make it more memorable than a verbal presentation
- Some information is better presented visually
- It is less stressful for novice presenters and can be fun
- Posters are a reusable resource
- They increase networking opportunities

The essential feature of a poster presentation is that the message needs to be clear and understandable without the presenter. There should be a balance between content and the way the information is presented.

A range of visual techniques such as photographs, diagrams, tables, graphs and different lay out methods such as flow charts and dot points can assist in presenting information in interesting and informative ways.

The poster should contain a title, author names and contact information or institution's logo, a brief overview of the content area or research question, and clearly presented information that is professionally presented with a balance between words and graphics. As with all presentations, references should be included if appropriate.

Remember to cherish simplicity, don't overload the poster - more material can mean less communication.

Information about preparing posters and examples of academic posters is available on the following web site:

[www.kumc.edu/SAH/OTEd/jradel/Poster\\_Presentations/PstrStart.html](http://www.kumc.edu/SAH/OTEd/jradel/Poster_Presentations/PstrStart.html)

### Tips for Paper Presentations:

As you write your abstract, have a broad plan in mind for how you will present your paper: The presentation should not be too long.

- Be clear about your objectives, don't meander.
- Don't try to cram in too much. Make a few pertinent points. Too many little points lose impact.
- Make sure the title of your abstract accurately reflects its content.
- Make sure your presentation topic does not differ significantly from your abstract
- Plan your AV requirements/sequence. Plan to be proficient in AV operations before you present your paper.
- Have strong references.
- Plan to practice your presentation with colleagues. Rehearse and time presentation.
- Anticipate and prepare for questions. Know your topic well.
- Remember that you have something interesting to share with your colleagues, which is why most of them are at your presentation.

### Tips for Conference Workshops:

- Participatory, non-didactic methods should be used in workshops.
- You should plan a variety of learning experiences to occur during the workshop.
- You may have many delegates wishing to attend your workshop – try to accommodate as many participants as possible.



**More information on Audio Visual equipment and other details will be provided to successful authors.**