Virtual – Live Poster Presentations
Guidelines & Best Practice

Please read the following guidelines and best practices to help make your presentation a success. Give considerable thought to the design and pitch of your presentation to make sure that it stands out as an informative presentation. Your aim should be that the listener comes away with a clear understanding of your research.

Presentation Format

You are required to create a PowerPoint presentation which you will be expected to present live during the virtual meeting.

Developing your presentation

Content
- Make sure your presentation is geared toward your audience.
- Do NOT advertise or introduce your organization/university/company.
- Show results and findings of your original research and only briefly introduce any future work.
- Make sure the information you present fits within the time frame allotted.

Presentation	Presentation Length	Question & Answers
Poster	4 mins	2 mins

PowerPoint Slides
- When creating the PowerPoint file, set font sizes, colours and styles using the slide master. Using this method ensures consistency and saves time when adding slides and making global changes to your presentation later.
- Use clear fonts and contrasting colours for ease of readability; an ideal colour combination is a white background with dark blue or black font.
- Slides should include text talking points as well as some graphic images if possible, while trying to maintain a balance between white space and text.
- All text should use standard fonts without serifs (such as Arial) for readability, with font sizes no smaller than 16.
- Avoid text only slides (if applicable).
- The visuals in the presentation must be clear (not blurry).
- Use illustrations, videos and animations carefully.
- Spoken or written words must be in English.

  Suggested slide format of: Introduction and Goals, Experimental detail, Conclusions and key References (make sure this information is presented in a logical and clear sequence).

Audio/Video file formats

- The presentation must have a 1 mbps bitrate. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate.
- Maximum display resolution of 720p HD and a minimum frame rate of 30 fps.
- PowerPoint slides must be prepared on 16:9 format (equivalent to a wide screen format).

Looking your best

Use the following recommended equipment and network connections:

- Internet enabled computer (PC/Mac – Laptop or Desktop).
- Hard-wired Ethernet internet connection, however if unavailable use a strong Wi-Fi connection.
- Put your camera at face level (use a stand, or stack of books if you are using a laptop camera), relatively close to you. If you look directly at your camera while speaking, your attendees will feel much more included in the conversation. Position the 'active speaker' window on your screen directly under the camera so that it is natural for your eyes to be looking towards the camera.
- Make sure you are in a well-lit area.

Sounding your best

Set up your required equipment in a quiet/secluded area. The audio in the presentation must be clear and easy to hear.

- <u>Avoid</u> using the built in microphone on your computer/laptop. For best quality audio, it is highly recommended that an external microphone is used.
- Mare sure this area has a door you can close to eliminate outside distractions or interruptions.
- Rooms should be small and quite with no background noise.
- Avoid presenting in a room that has an echo.
- Sound dampening with carpeting, curtains or furniture is recommended.
- Presentations should be presented in a clear and concise manner.

Eliminate distractions and prevent interruptions

- Turn your mobile phone on vibrate or silent.
- Notify the people around you that you will be recording a presentation.
- Place a do not disturb sign on your door.
- Stop all incoming calls to the main phone you will be utilizing (i.e., Do Not Disturb button).
- Turn off all email, instant messaging, and social network notifications.
- Have a glass or bottle of water nearby.

Practice/Rehearse

Practice giving your presentation in advance of the meeting. This will provide you with the opportunity to:
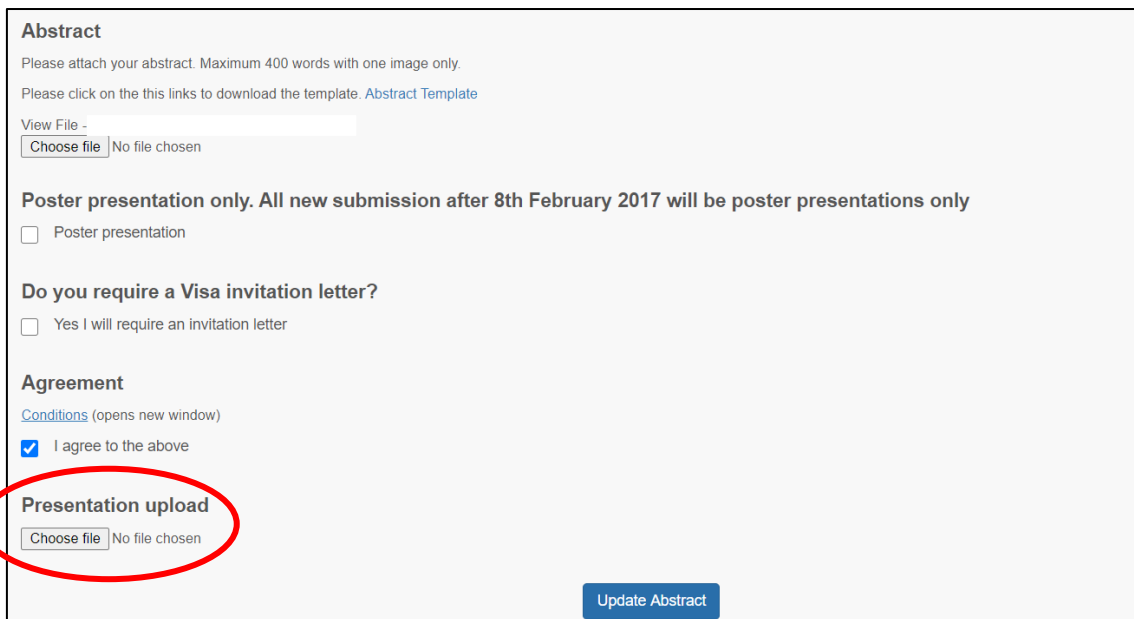
- Practice with the tools, technology, and software.
- Gauge and refine your presentation.

Submitting your presentation

Please upload your PowerPoint presentation onto the submission portal by **Wednesday 30th September 2020.** This is to ensure we have a copy of your presentation in the event of any technical issues.

To upload:
1) Log onto the submission portal
2) Select 'Edit'
3) Scroll down the page to '**Presentation upload**' and select 'choose file'. Locate your PowerPoint presentation from your files

4) Select 'Update Abstract'