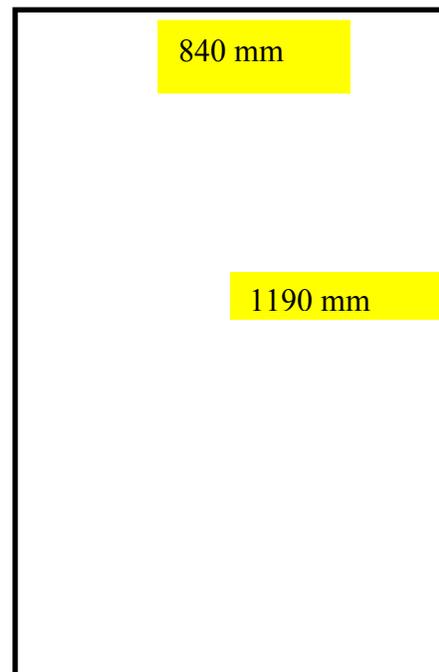


## Guidelines for Oral/ Poster presentation

### Poster Guidelines

*Poster presentations provide the opportunity for the presenter and the audience to talk with one another. In order to efficiently communicate the results of your research to the viewers, you are kindly requested to devote considerable effort in the design of your poster. Please pay attention to details by carefully following the guidelines hereby outlined.*

- The dimensions of your poster should not exceed 840 mm across X 1190 mm in length (A0 size). The layout of the poster should be **Portrait**. Avoid putting too much material and text on the poster.
- The heading should have letters at least 35mm high listing the title of the paper, authors, institution and its location. If necessary, please shorten the heading. The board of your poster will be numbered and viewers will find your poster according to the title of your submitted abstract and number as stated in the final programme
- Minimize detail and try to use simple, jargon-free statements.
- Remember that pictures, tables, and figures are amenable to poster display
- If you can, use color in your visuals. Make sure your lettering is neatly done and is large enough to be read from a distance, i.e., do not simply pin up a set of typed pages--reserve these for your handout.
- Consider using a flow chart or some other method of providing the viewer with a guide to inspecting your display.
- Don't overwhelm the viewer with excessive amounts of information; rather, construct a poster display that enhances conversation.



## **Oral presentation:**

*The oral presentation of a paper is limited to 12-minute presentation of your research (with an additional 3 minutes for questions). Speakers should rely on handouts for all supplemental materials; however, a slide overhead projector or a video PC projector will be available during the presentation. (NOTE: A video projector for PowerPoint presentations will be available.)*

Recognize the constraints imposed on your presentation:

1. The short time of only 12 minutes (with an additional 3 minutes for questions).
2. The limits on attention and comprehension of your audience members who are listening to (not reading) many presentations each day, some of which are outside their area of expertise

Therefore, it is recommended that in preparing your talk you:

1. Decide on a limited number of the significant ideas you want your audience to code, comprehend, and remember.
2. Minimize details (of procedure, data analysis, and literature review) when highlighting the main ideas you want to transmit.
3. State clearly in simple, jargon-free terms what the point of the research is, what you discovered, and what you think it means—its conceptual, methodological, or practical value.
4. Employ some redundancy in repeating important ideas to enhance comprehension and recall.
5. Write out your presentation as a mini-lecture (with a listening audience in mind), starting with an outline that you expand into a narrative.
6. Practice delivering it aloud in order to learn it well, to make its length fit in the time allocated, and to hear how it sounds.
7. Get feedback both from tape-recorded replay of your delivery and from critical colleagues who listen to it.
8. Do not read your paper. Speak your ideas directly to your audience, referring—if necessary only—to an outline of key points and transitions.
9. Try to speak loud enough, clear enough, and with sufficient enthusiasm to hold the attention of your audience despite distractions (internal and external).
10. State your final conclusions and end on time.