

Style Guide for PowerPoint Presentations
Oral communications
(11ENC, 2019)

***NOTE:** Please contact us before your session, since all presentations and videos need to be loaded on the Session flash drive prior to the communications schedules.*

Issues to take in consideration

Pictures are often the reason for larger file sizes, so instructions are included below that will help you easily reduce your file size if it is larger, e.g., than 20MB (see Compressing Images below).

Presentation Format: Idealy 16:9

Your presentation should be saved in Microsoft PowerPoint .pptx format.

The presentation should have a first page with the title of the presentation (**same title as abstract**), the presenter's name, and the presenter's affiliation. Depending on the type of presentation, presenters have **40 minutes for a plenary presentation, 20 minutes for an oral presentation, 25 minutes for sponsor scientific presentation and 3 minutes for an oral flash presentation**. Take in consideration that these times already include 2 to 3 minutes of questions, except the flash oral communication.

These are a few suggestions when putting your presentations together:

- Don't use fonts smaller than 24 points. 28 point fonts often work best.
- Keep your font style similar throughout the presentation.
- Avoid overuse of bold, italic and ALL CAPITALS.
- Use 36-44 point fonts for titles.
- Don't overload slides with too much text. Your audience should be able to grasp the content within 7 seconds. You want them to pay attention to you.
- Keep backgrounds simple so that the text is readable. There should be good contrast between the slide background and the text color. White backgrounds can be harsh on the viewer's eyes.
- Make sure that any charts or graphs are easily read on a large screen – avoid overload of data.

Use of Video

The computers at the conference will be capable of showing videos in .mp4 format. It is recommended that you submit a copy of the video instead of counting on internet access to get to your video during your presentation. All presentations and videos need to be loaded on

the Session flash drive prior to the conference day, so you will need to email or use a service such as DropBox or simply a pen to submit the video to 11ENC organization timely. Please contact us to arrange for submission of your video, and please make sure your video has been saved in .mp4 format or let us know if there are any additional needs. All videos should have a file name that includes the name of your session and your last name.

Compressing Images

Often, as you create a PowerPoint presentation, the file size can quickly increase to an unmanageable level. One way of reducing it is to compress the images used throughout the presentation. PowerPoint 2002 and later can achieve this, thus removing unneeded data. Below are numbered steps to help you reduce your file size:

1. Right-click the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.
3. Under **Apply to**, do one of the following:
 - To compress just the current picture, click **Selected pictures**.
 - To compress all the pictures in your presentation, click **All pictures in document**.
4. Under **Change resolution**, do one of the following:
 - If your presentation will be used for a screen show, click **Web/Screen**.
 - If you plan to distribute your presentation as printed pages, click **Print**.
5. Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
6. Click **OK**.
7. If prompted, click **Apply** in the **Compress Pictures** dialog box. PowerPoint will compress the picture or pictures for you automatically.

Style Guide for Flash Oral communications (11ENC, 2019)

Flash 3 minutes Oral communications (3FO). Please, consider some suggestions:

Write for your audience: Keep focused on your work. Explain concisely concepts. Highlight the outcomes of your research, and the desired outcome. Imagine that you are explaining your research to a close friend or fellow student from another field. Convey your excitement and enthusiasm for your subject.

Tell a story

You may like to present your 3FO as a narrative, with a beginning, middle and end. It's not easy to condense your research into three minutes, so you may find it easier to break your presentation down into smaller sections. Try writing an opener to catch the attention of the audience, then highlight your different points, and finally have a summary to restate the importance of your work.

Have a clear outcome in mind

Know what you want your audience to take away from your presentation. Try to leave the audience with an understanding of what you're doing, why it is important, and what you hope to achieve.

Revise

Proof your 3FO presentation by reading it aloud, to yourself and to an audience of friends and family. Ask for feedback. Ask your audience if your presentation clearly highlights what your research is about and why it is important.

SLIDE/SLIDES

Rules

Before you start work on your slide, you should take the following rules into account:

One single static PowerPoint slide is advised and a max of 3 slides is permitted;

No slide transitions, animations or 'movement' of any description are permitted;

If you use one slide, Your slide is to be presented from the beginning of your communication; and no additional electronic media (e.g. sound and video files) are permitted.

Suggestions

You may also like to consider some of the following suggestions.

Less is more: text and complicated graphics can distract your audience – you don't want them to read your slide instead of listening to your 3FO.

Personal touches: personal touches can allow your audience to understand the impact of your research.

Creativity drives interest: do not rely on your slide to convey your message – it should simply complement your oration.

Work your message: think about how your slide might be able to assist with the format and delivery of your presentation – is there a metaphor that helps explain your research?

An engaging visual presentation can make or break any oration, so make sure your slide is legible, clear and concise.

PRESENTATION

Practice, practice, practice

Feeling nervous before you present is natural, and a little nervousness can even be beneficial to your overall speech. Nonetheless, it is important to practice so you can present with confidence and clarity. Practicing will also help you gauge the timing of your 3FO so that you keep within the time limit.

Vocal range

Speak clearly and use variety in your voice (fast/slow, loud/ soft). Do not rush – find your rhythm. Remember to pause at key points as it gives the audience time to think about what you are saying.

Body language

Stand straight and confidently. Hold your head up and make eye contact. Never turn your back to the audience. Practise how you will use your hands and move around the stage. It is okay to move around energetically if that is your personality, however it is also appropriate for a 3FO presentation to be delivered from a single spot on stage.

Do not make the common mistakes of rolling back and forth on your heels, pacing for no reason or playing with your hair as these habits are distracting for the audience.

Record yourself

Record and listen to your presentation to hear where you pause, speak too quickly or get it just right. Then work on your weaknesses and exploit your strengths.

Style Guide for Poster Presentations (11ENC, 2019)

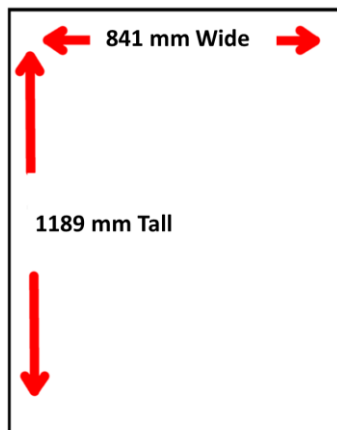
All posters will be assigned a poster number. Presenters must locate their assigned poster display, which will be numbered, and hang their poster at least 15 minutes before the poster session. **Materials to mount posters will be provided by the conference organizers. All posters will be displayed during the entire meeting days.**

Important things to Know

All posters should be prepared in advance and brought to the conference by the presenters. The conference organizers are NOT able to receive any posters by mail in advance, print or transport posters. There will NOT be facilities on-site for printing or composing posters. No audiovisual equipment is permitted for poster presentations. If you choose to bring handouts, we recommend you to bring approximately 100 copies and provide contact information (i.e., author names and email addresses) on the handout.

Each poster should be A0 paper size measuring 84.1 cm (width) × 118.9 cm (height). It will be displayed in VERTICAL mode.

Poster Locations: posters will be displayed in the respective room at the venue. A room plan will be timely available at the meeting website.



Poster Design Guidelines

Header

Prepare a headline that is reflective of the research. Include the authors and their affiliations (institution/organization) under the header for identification.

Organization

The objective is to present the information clearly and simply in a visually appealing way. Be careful not to overload the poster with text and/or graphics. Please use a consistent style and sequence (left to right or top to bottom) to guide the viewer through the poster. You may use figures, tables, graphs and/or photographs where suitable. Keep the text brief and straight to the point.

Layout

Posters should include appropriately labeled illustrative graphs and diagrams as much as possible. Methodology section should be illustrated in scheme instead of long text. Use a large font size for your text, such as 24-point and arrange materials in columns rather than in rows to make your poster more reader-friendly. Indicate the sequence of tables, figures or graphs with highlighted or colored numbers or letters at least 2.5 cm high.

Typography

Avoid using abbreviations, acronyms and/or jargon in your poster. Make sure the font is consistent throughout.

Printing

Most print shops offer several options for printing posters. There are no requirements for type of printing as long as it is **no larger than A0 paper size measuring 84.1 cm (width) × 118.9 cm (height)**.

Presentation

Consider providing a brief handout or copies of your poster to distribute to poster session attendees. In order to facilitate your interaction with participants visiting your poster, we encourage you to prepare a short verbal description of your key findings.

If possible, at least one of the authors should be present during the entire poster session or when conference participants are expected to visit the poster.

Add contact information and website information for people with more questions.

Poster Contest Information

You, or a representative from your research group, must stand by your poster during the poster sessions (coffee and lunch breaks). If someone is not representing your research when the judges come by, you will lose the opportunity to explain your work. Poster communications are as much important as other types of communications. Consequently, we encourage presenters to practice their research explanation for any participant prior to their poster session. During the time you are not required to stand by your poster, you are encouraged to visit other presenters' posters.

Additional Resources

The following websites provide general suggestions on how to effectively display your research in poster format:

- <http://www.swarthmore.edu/NatSci/cpurrrin1/posteradvice.htm>
- <http://www.writing.engr.psu.edu/posters.html>