FREE COMMUNICATIONS

You have been accepted to present your research at a conference.... CONGRATULATIONS!!! This is an important aspect of evidence based practice and your educational journey to becoming a health care professional. So....what's the next step? You will either be presenting your research in a poster or oral format. Your faculty advisor should be guiding you through this process, but below are some tips to help you get started. Good luck on finalizing your presentation and maybe some day we will read about your research endeavors in a journal!

The Poster

FORMAT

- Use PowerPoint to design your poster - it's free and easy to work with; sizing will come when you take it to be printed.

- The poster should be printed no larger than 4' X 6'.

- Start with title headings that best convey the content; the headings used for your abstract are appropriate.

- Viewers read from left to right & top to bottom so organize these sequentially.

- Text should be a font size & type that can be read at a distance of at least 4' away.

- Borders, background, colors, & other visual/aesthetic elements are at the author's discretion BUT should be used to enhance the interpretation of the material presented.

- Tables, graphs, & images should be high resolution.

- Include references & consider displaying via a QR code.

DELIVERY

- Always bring extra push pins to secure your poster to the provided poster boards

- Posters typically have to be hung & taken down by the author; be sure to check out times for this. If judging is occurring, most conferences want your poster to be hung at least an hour before the event is open to attendees.

- Be prepared to stand next to your poster for the duration of the session.

- Dress professionally - you & your poster should be neat and clean!

- Copies of your abstracts may serve as handouts; this is typically at the author's discretion.

- You should not read directly from the poster when presenting to interested attendees - - highlight major findings & the importance of your research.

The Speech

FORMAT

- Use PowerPoint - pick a theme that does not distract the audience & is easy on the eyes.

- Start with headings that best convey the content; the headings used for your abstract are appropriate.

- Do not overload the slides with text; just enough for the audience to understand but does not distract from listening to you - - avoid paragraphs.

- Borders, background, & other visual/aesthetic elements are at the author's discretion BUT should not be distracting & take away from the content.

- Text font size & type - appropriate so content can be viewed from a distance.

- Tables, graphs, & images should be high resolution and labelled.

- Cite throughout your presentation so the audience can make note of key literature, recognize you are not generalizing, & differentiate between past studies and your current endeavor.

DELIVERY

- A moderator will introduce you and the title of your presentation. You should then begin by telling the audience what led you to investigating the topic.

- The rest of the information should flow in a sequential order so the audience does not get lost.

- Internet accessibility can fluctuate - don't let that discourage you from including videos. Just be prepared to explain if videos do not come through on the day of your presentation - troubleshoot on the fly!

- Conclude by telling the audience why this information is important, suggest what should be done in future studies, thank anybody who helped you with the development of the project, & ask for audience questions.

- Check out the environment before the day of your presentation - - this will help ease the nerves by getting a sense of where you will be standing & where the audience is seated.