

ERA 2009

ORAL AND POSTER PRESENTATION GUIDELINES

ORAL PRESENTATIONS

General principles

- ALL oral presentations will be a total of 15 minutes. Speaking time will be up to 12 minutes to allow time for questions after each speaker. Session chairpersons will adhere strictly to this timing!!
- Start your talk by outlining your presentation and finish with a summary and conclusion.
- Ensure your talk is logical and flows coherently.
- **Following the theme of the conference, ‘What’s In Your Toolkit?’, reflect upon your methodological approach in addition to your data and findings.**
- Remember the audience is multidisciplinary – not everyone will understand hermeneutic phenomenology or z-scores, so keep jargon to a minimum.
- Present your talk with energy and enthusiasm – the audience will pick up on this and engage with you better.
- When speaking, make eye contact with the audience and be aware of how fast you are speaking – it generally helps to slow down your pace and take a few deep breaths.
- If you have questions you want feedback on, include these at the end of your talk to facilitate discussion with the audience.
- There will be prizes awarded on the day: Best Paper Presentation by a Doctoral student; Best Paper Presentation by a Masters student; and Best Poster Presentation on ageing by a research student. **PRACTISE** your talk with colleagues to fine tune it and get the timing right.

Preparing audiovisuals

- Use the slides as a support to your talk by putting down key points that you can elaborate on – rather than simply reading what is on the slides.
- The overall number of slides should not exceed around 12.
- Most slides should use bullet points rather than a lot of text.
- Around 6 is a good number of points for each page. Font size should be 28-32.
- Avoid excessive use of animations (such as text flying in from left, right and centre) as it is distracting to the audience.
- Avoid complicated sound and video clips unless they are crucial to your presentation.
- If using graphs, make sure people will be able to make sense of them from the audience – not too small or complex.
- Check the colour of your text and backgrounds – common approaches are yellow text on blue background or white text reversed on dark background. You

do not have to use these but just check what you have chosen for readability/legibility.

- PRACTISE your talk with slides to fine tune and get the timing right.
- PowerPoint projection, a laptop and screen, microphone and lectern will be provided for all speakers on the day.
- You will need to send your presentations via email or CD prior to the conference – see below.

Sending in your slides

- We will not have a large AV support team on the day so will need to have all presentations loaded up in advance of the conference.
- Please save your presentation as: “**ERA 2009 SurnameFirstInitial.ppt**” e.g. “ERA 2009 SmithJ.ppt”.
- Email to era2009.sphc@med.monash.edu.au by **Friday October 16, 2009**.
- Bring a copy of the presentation with you to the conference on either a CD or memory stick as a back-up.
- On the day, there will be a Room Coordinator who will ensure everything goes smoothly for you. Please see him or her in the allocated room before your session.
- Handouts/hardcopies of slides can be handed out.

POSTER PRESENTATIONS

General principles

- Presenting a poster is an important academic exercise as it allows you to engage in discussion with other conference participants as they view your poster and allows a greater visual display of your information than a 12 minute talk.
- **Following the theme of the conference, ‘What’s In Your Toolkit?’, reflect upon your methodological approach in addition to your data and findings.**
- There will be a Poster Prize awarded on the day.

Preparing your poster

- There are essentially two ways to prepare your poster. One way is to produce a large (typically A0 size – 1189mm x 841mm) poster using a desktop publishing program such as Corel and having it printed at a print shop. The other way is to prepare your poster on a number of A3 sheets and have them laminated. If you choose this method, ensure the A3 sheets are presented in a logical and clear sequence. Producing the large single poster is a common approach used at universities and most departments will have access to the resources needed. If

you do not have easy access to these resources a good second option is the use of A3 sheets.

- Whichever way you choose, the most important thing is to get organized well in advance - do not leave it to the last minute!
- The poster boards that will be provided are 2000mm high and 1200mm wide. A typical poster size is A0.
- Like any presentation, the poster needs to have a clear flow and logic to it – typical headings may be along the lines of Introduction, Methods, Results, Discussion, and Conclusion with some references.
- Make sure the text is large enough to be read EASILY from one metre.
- Graphics and illustrations will make the poster more attractive and participants will be more likely to engage with it and you.
- Poster boards are velcro and pin compatible.

Putting up your poster and advice for the day

- Bring your poster and put it up early. We will not store! The registration desk will be open from 7.45am onwards.
- We will provide whatever you need to fix the poster to the board – just bring your poster.
- You may also like to provide an A4 summary of your poster or other relevant handouts. We suggest you make around 30 copies and place in a sleeve or envelope that you can attach to the poster board.
- There will not be a formal poster presentation session. Conference participants will be strongly encouraged to view posters during morning and afternoon tea and lunch. Poster presenters are encouraged to stay with their poster during these breaks to be able to answer questions and engage in discussion on their poster.
- Collect your poster at the end of the day.
- As a poster presenter you are responsible for your own material and the set up and pack down of your poster. All posters that have not been collected will be disposed of.