

Poster Presentation Tips

- Velcro will be available for attaching posters to the boards at the registration desk.
- Posters are displayed on a half-size board (44.5" wide x 44.5" high). You can set-up your poster as early as 6:00 pm on Thursday, March 6. All posters should be set-up by 10:00 am on Friday, March 7. They will stay up for the duration of the conference. Please remove them by 10:00 am on Sunday, March 9.
- Presenters are required to be standing at their poster during their assigned presentation time.
- Concentrate on a few main points, rather than crowding too much information into the poster. Highlight your title, headings, and subheadings with colors and colored lines.
- Format headings and subheadings to be at least 25% larger than the text copy in bold or semi bold.
- Keep your text in short, concise, legible statements. Minimize complete sentences and paragraphs.
- Text in upper and lower case letters is more readable than all capitals. Text should be at least 1/4-inch (0.64 cm) tall and readable from a distance of 6 feet (1.8 m).
- Back-lighted photos sound or projection equipment, and free-standing displays are strictly prohibited.
- You may wish to bring a supply of business cards and a pad of paper for viewers to leave their contact information.

Oral Presentation Tips

- Create your presentation in PowerPoint format.
- Bring your PowerPoint presentation to Sacramento on a flash drive. All presenters must provide their PowerPoint presentations to the person at the registration desk when picking up your name badge and conference materials. All presentations will be pre-loaded on the session computer. Individual presentations then begin with the click of a mouse.
- Practice your presentation beforehand and time it.
- Most volunteered papers are 15 minute presentations, including time for questions. Plan on making a 10-12 minute presentation to allow a few minutes for your introduction and any questions from the audience.
- Use active words, short sentences. Words should reinforce visual material.
- Speak loudly and clearly.