

SRI HANDOUT

QUICK TIPS FOR POSTER AND ORAL PRESENTATIONS

POSTERS

- Consider your audience and tailor your content appropriately; keep the format clear, concise and visually appealing; your poster should be able to be read at a distance of 4 feet.
- Generally speaking, include these categories of information: title, introduction/abstract, methods, results, discussion/conclusion, references to credit sources and acknowledgements.
- Use graphics and illustrations to demonstrate your findings (tables are boring, graphs are better) and highlight main points.
- Keep the format simple: use one font type, only several font sizes, use one color scheme and use bold and/or unique colors sparingly.
- Start early and go through several drafts; always try to shorten, eliminate jargon and make each section of your poster clear; each part should be self-sufficient.
- White space is good; the poster should be symmetrical, balanced and look good from a distance; make it eye-catching and easy to read.
- Your poster should tell a “story” about your research; the introduction should get to the point quickly and draw in the reader.
- No one reads the entire poster (people tend to read your summary points and then decide if they will stop to read more), so make sure your main points/findings stand out.
- Be able to do a five minute verbal “walk through” of your poster; you may want to memorize your key points in this regard; you may also consider printing out a one-page handout of your poster including your abstract, main points and contact information.
- Make the best of what you have and trust your judgment!

ORAL

- Focus on telling a “story” about your research; introduce, review and then summarize your information (i.e. tell them what you will tell them, tell them and then tell them what you told them); follow the general format or categories of information mentioned above.
- Keep to the time guideline, allowing for one or two questions; if you don’t know the answer to a question, say so.
- Practice to yourself and then rehearse to a friend who doesn’t know the material to see if what you are saying is clear, logical and understandable.
- As a general rule, the number of slides shouldn’t exceed the number of minutes you have to present.
- Don’t present too much on a slide; no more than six points on a slide; no more than six words per point.
- Things like sounds, fancy transitions and flying text tend to be distracting, so use sparingly.
- Do not read text directly.
- Explain figures completely.
- Don’t memorize your talk, but memorize the first two sentences and your concluding statement or take home message.
- Make eye contact with the audience, talk to a friendly face in the crowd and just be yourself!