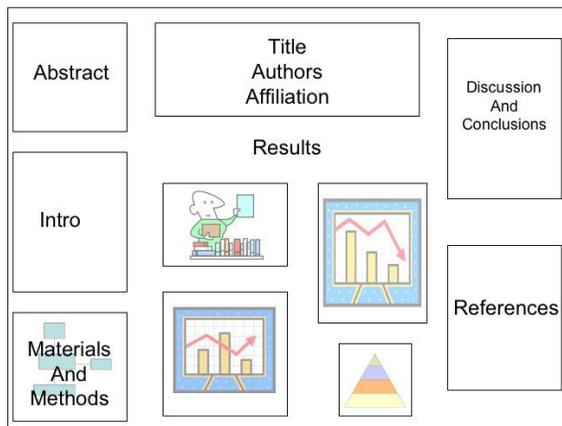# A CELEBRATION OF SCHOLARSHIP
UNDERGRADUATE CONFERENCE
Tips For a Successful Presentation

Poster Presentations:

1. Posters should be prepared on tri-fold presentation boards as are used for science fairs.

2. Tables will be provided to display the poster.

3. All information should be contained on the presentation board.

4. Presenters should stand by their poster during the assigned presentation time to answer questions from those attending the conference.

5. Posters should be well-organized and visually appealing.

6. Type on posters should be large enough to be readable by someone standing 4 feet away (suggestion: do not use less than 18 point type).

7. Graphical or visual representations are encouraged and can make your poster more interesting and easier to follow. Often, people do not like to read large blocks of text on a poster (suggestions: use a flow chart for materials and methods instead of text; use figures and graphs with accompanying legends to present data; present conclusions as bullet points).

8. Choose fonts carefully and use them consistently throughout the poster. Large numbers of different fonts can be distracting and make your poster look unprofessional. Consider using one font for the headings and a different font for the main text blocks (suggestion: use a sans-serif font for headings and a serif font for large blocks of text).

9. Layout your poster so that information flows logically. A sample poster layout is shown below.

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Oral Presentations:

1. Prepare your presentation well in advance of the conference and practice multiple times.
2. Presentations should be no more than 15 minutes in length including any questions.

3. Maintain eye contact with your audience.

4. Speak clearly and loud enough to be heard in the back of the room.

5. If using a PowerPoint presentation,

    a. Slides should be well-organized, present material in a logical manner, and be visually appealing.

    b. All materials on slides should be large enough to be clearly visible at the back of a standard classroom (suggestion: do not use type at less than 18 point; split large table or graphs into more than one slide to make each one larger).

    c. Backgrounds should not be distracting to the audience.

    d. Use colors that are easily visible when projected and have a high contrast with the background (suggestion: avoid having text in red since it does not project well and is often hard to see; use light colored letters on a dark background or dark letters on a light background).

    e. Do not read your talk from the slides; the audience can read the slides themselves (suggestion: use the slides as notes to remind you what to talk about and fill in the details verbally).

    f. Use the laser pointer judiciously. Do not wave the pointer around wildly and never point the laser at the audience.

    g. Arrive at your scheduled presentation room early so as to load your Powerpoint slides on the computer.