

# Poster/Presentation Guidelines

## Guide for Presentations

*The following recommendations are intended to help AZVT speakers prepare effective presentations. Please review these tips; if you have questions or would like advice, please contact one of the AZVT Program Chairpersons.*

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### Organization of the Presentation

- The time slot for presentations is **30 minutes**. This does not include time for questions afterward. The time for questions will be built in to the conference schedule. Prepare an outline of your topic and decide how much time you will require. You can request a longer time slot; notify one of the Program Chairpersons in advance of the meeting.
- Determine the "take-away" message(s) you most want your audience to receive from your presentation; focus your outline with this in mind. Your presentation should capture the highlights of your topic; leave the in-depth details for your paper.

### Preparation of Visual Materials

- If you have access to a computer slide-making program, such as Microsoft® PowerPoint, it is an ideal way to prepare the slides for your presentation. If possible, avoid the "blue-burn" slides. If you need to use these, be sure not to overcrowd the slide with tiny print.
- Resist the temptation to use the entire color palette in PowerPoint! Some of the very bright colors are distracting, or the text gets lost. Also, consider that some in your audience could be red/green color blind.
- Use a large enough font size so that your audience will clearly see the text, even from a distance. If you are having trouble fitting your text on one slide, reorganize your material onto two or more slides.
- Be sure all photographs are clear and properly lighted. Avoid extraneous slides; focus on your main topic.
- Photographs must be in good taste; i.e. be sensitive to your audience when showing a necropsy image.
- Videotapes or DVDs can be very effective for your presentation. You can tape specific short segments to illustrate a point, or you can tape the whole presentation. You may also insert a video clip directly into your presentation. Be sure to contact one of the Program Chairpersons if you require a VCR or DVD player so that one might be provided at the conference. Be sure to connect with the Audio/Visual person well in advance of the conference if you have an embedded video clip in a PowerPoint presentation to make sure your media works!
- Overhead illustrations may be used; be sure the text is of a large font and that the sheets are not overcrowded. Design these as you would a slide; do not photocopy a page of text. Please be sure to contact one of the Program Chairpersons so that an overhead projector is available at the conference.
- Have fun! This is a great opportunity to show off your creative skills. Humor (in good taste!) is always welcome and appreciated.

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## Guide for Poster Layout

*The following recommendations are guidelines for AZVT poster presentations. Please review these tips. You can request editing assistance for your poster from your Section Chair or the Editor-in-Chief. If you have questions or would like advice, please contact one of the AZVT Program Chairpersons.*

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- Generally, the standard size for posters is 3 ft x 4 ft.
  - Use a font size sufficient for the material to be clearly readable from a distance of 4 to 6 feet.
  - The title will stand out if it is CAPITALIZED with letters approximately 2 inches tall.

- **Bold** headings will direct the reader's eye from section to section. Some suggested headings are:
  - Purpose/Objective/Hypothesis
  - Method
  - Results
  - Conclusions
- *The content of the poster should reflect the information in your abstract.*
- The viewer should be able to read the material in a few minutes, so details should be minimized as much as possible. As author, you will be able to provide detailed information verbally or by providing a written hand-out during the poster session.
  - Hand-outs should not be too lengthy (1-2 pages) and they should enhance the information on your poster. Hand-outs can also be left by your poster, so if you are not there viewers can take the hand-out with them. Be sure to include your contact information on the hand-out, so they can contact you with questions.
- The average size for poster boards is 4 x 6 feet. The poster will be affixed to provided boards or walls via push pins or Velcro, or they may sit on provided easels. The details of what will be provided at the poster session will vary from year to year and from location to location.
- *Please note: AZVT does not provide printing services for posters. You must find a way to transport your poster to the conference, either via a sturdy poster tube, by mail, or by printing at a retail center near the conference location.*
- The poster session information will be sent to you prior to the conference. Your poster will either be presented during a break or there will be a separate poster session. This is dependant on a number of factors including the number of posters submitted for the year and also the conference organizer. You will be notified as to which day you will be presenting your poster as soon as that information is available.
- You may or may not have time to set up your poster prior to the morning presentations, depending on the situation at the conference site. It may be suggested that you set up your poster during the presentation immediately preceding the poster break. Please be available throughout the poster session to answer questions.
- If you have any questions, please contact one of your Program Co-Chairs.