

## **BSPS Guidelines for Conference Presentations**

First, you need to decide whether your presentation is more appropriate for a paper presentation or a poster. Posters are more appropriate for ongoing work with incomplete analyses and findings. Oral presentations should include results. Remember that more people may see a poster presentation than an oral paper. Posters are displayed during a single poster session for all delegates to read, but only a proportion of conference delegates will attend any one oral session. There is also a prize of £150 in book tokens offered for the poster judged to be the best on display, of which at least half of the prize is reserved for student poster. All posters accepted for the Conference will be entered automatically for the Poster Prize.

Having been accepted for either a poster or an oral presentation, please follow the guidelines below on presenting your paper:

### *Oral presentations*

- Use appropriate visual aids (i.e. Powerpoint), and make best use of them:
  - Don't overload slides; make sure each has only one message, and the text is written in large enough font to be easily visible
  - Make them interesting; don't just read out a list of bulletpoints from each slide. Judicious use of photos/graphics can be very helpful
  - But not too interesting; using too many different colours, fonts and graphics will distract your audience
  - Keep graphs and tables simple, and make sure they are legible and appropriately labelled
- Don't try and pack too much into presentation
  - Try and get a few simple messages across
  - Avoid too much detail
- Repeat your main messages more than once
  - Your audience will sit through very many presentations during the conference – make sure they remember what yours was about!
- Structure your presentation. For example:
  - What is the question you're interested in
  - How have you investigated at this question
  - What have you found
  - What conclusions can you draw
- Try not to read from a text
  - But if you must, make sure the text is written in spoken English (which is different, and less formal, than written English)
- Time your presentation so that it does not overrun
  - This is very important!
  - Practice your talk beforehand to make sure you've got the timing right
- Allow at least 5 minutes at the end of your presentation for questions
  - This is an opportunity for you to benefit from the audiences' wisdom, as well as the audience to benefit from yours
  - To maximise the opportunities for discussion, keep answers succinct

### *Poster presentations*

- Posters should be A0 portrait sized, or 2 x A1 Landscape (to be fixed one above the other)

- It is impossible to read and take in large chunks of text on a poster presentation, so the most important thing is to keep your poster simple
- Use as few words as possible to get your point across
  - State your objectives, methods, results and conclusions as concisely as possible
- Make use of tables, graphs, diagrams and pictures to get your message across
- But keep these graphics simple
- Judicious use of colour can enhance your message, but don't go overboard with too many colours or fancy fonts
  - And if you do use colour, make sure that your text contrasts sufficiently with your background colours to be legible
- It's a good idea to take along some handouts. These can be either a copy of the poster itself (if you've produced the poster in a programme such as Powerpoint, and kept it simple, it should be readable even when printed out in A4 size), or alternatively produce a single-page summary of your poster and hand that out
- There are various online resources which can help you prepare a poster
  - This site has some helpful tips:  
<http://www.medsci.uu.se/occmed/poster/brochures/readPosterENG.pdf>
  - This site has prize-winning posters posted at the bottom of the page, so you can see what makes a poster successful:  
<http://www.liv.ac.uk/gradschool/events/researchday.htm>