

NACTA/SERD 2008

Oral & Poster Presentation Guidelines

Oral Presentations

- Create your presentation in **PowerPoint format**.
- PowerPoint presentations can be uploaded each day in the Speaker Ready room between 7:30 a.m. and 8:00 a.m.
- Your PowerPoint presentation **must be uploaded absolutely no later than 8:00 a.m. the day of your presentation** for it to be pre-loaded on the session computer. Individual presentations then begin with the click of a mouse.
- If any additional equipment is requested, please contact Rhonda Miller (rhonda.miller@usu.edu or 435-797-3772).
- Oral presentations are allocated a total of 20 minutes each, including time for questions. Plan on making a 12-15 minute presentation to allow a few minutes for your introduction and any questions from the audience.
- Practice your presentation beforehand and time it.
- Use active words, short sentences. Words should reinforce visual material.
- Speak loudly and clearly. Be sure to repeat any comments or questions from the audience.

Poster Presentations

- **Posters should be no more than 42 inches (107 cm) tall by 48 inches (122 cm) wide.**
- **Presenters should bring their own materials for attaching illustrations to the boards.** You may use push pins to attach your poster to the board. No tape or Velcro please.
- Posters will be displayed for one day. Please see the Poster Schedule below. It is essential that presenters clear their booths promptly. NACTA accepts **no** responsibility for material left behind, lost, stolen or damaged.
- Posters should be readable from a distance of 6 feet (2 meters). For adequate visibility, capital letters should be at least 3/8 inch (1 cm) high after enlargement to full poster size. Photographs should be a minimum of 5 x 7 inches.
 - Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight your title, headings, and subheadings.

- Arrange the material in main sections, each of them without too many details but with a common thread.
- Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs.
- No electrical outlets will be provided in the poster presentation area. Back-lighted photos, sound or projection equipment, and free-standing displays are prohibited.
- You may prepare handouts for distribution at the meeting. The handouts should be directly related to the topic of the poster.
- You may wish to bring a supply of business cards and a pad of paper for viewers to leave their contact information.

POSTER PRESENTATION SCHEDULE*	
Wednesday, June 11 th	
Set-up Time	7:30 a.m. – 8:00 a.m.
Viewing Time	8:00 a.m. – 11:30 a.m.
Presenters Must be at their Poster Booth	9:15 a.m. – 10:30 a.m.
Poster Removal	11:30 a.m.
Thursday, June 12 th	
Set-up Time	7:30 a.m. – 8:00 a.m.
Viewing Time	8:00 a.m. – 4:30 p.m.
Presenters Must be at their Poster Booth	9:15 a.m. – 10:30 a.m.
Poster Removal	4:30 p.m.
Friday, June 13 th	
Set-up Time	7:30 a.m. – 8:00 a.m.
Viewing Time	8:00 a.m. – 11:30 a.m.
Presenters Must be at their Poster Booth	9:15 a.m. – 10:30 a.m.
Poster Removal	11:30 a.m.

*Schedule subject to change

Questions?

Contact: Rhonda Miller (rhonda.miller@usu.edu) or 435-797-3772.