



EISENHOWER HEALTH

GRADUATE MEDICAL EDUCATION

HOW TO PREPARE YOUR POSTER

- Use one of the poster templates prepared and designed by Eisenhower Health.
- The poster header should include the title of the presentation, the author's names, and their institutional affiliation (Eisenhower Health).
- The title should be concise and reflect the content of the abstract. The title should be entered in the title case, e.g., An Infrequently Witnessed Case of Colitis.
- Organize your poster sequentially from left to right and top to bottom.
- Use appropriate headings to organize your poster and guide viewers.
- Use visual elements to tell your story: photographs, graphs, tables, and drawings.
- Display your most important figures or data in a prominent manner.
- Maintain a large, easy to read font throughout the poster.
- Be brief and clear. Do not include the abstract in the poster.
- Be prepared to speak about your poster at the poster session.

HOW TO PREPARE YOUR PRESENTATION SLIDES AND TIPS FOR PODIUM PRESENTATION

Preparing your slides for podium presentation

General guidelines

Summarize key points and avoid packing too much information on each slide. A general rule is no more than six lines of text with no more than six words per line per slide. The points on the slide serve as a guide for the audience.

Organize your slides using headings with bulleted points. Avoid lengthy paragraphs and try to keep bullets brief. Rather than packing information into one slide, use a few slides with the same heading to convey your information. If you are including graphs or images, be aware that

people with low vision or at the back of the room may not be able to see it. It is important to fully explain it.

Practice your presentation from start to finish, preferably in an environment similar to the one where you will be presenting, such as a classroom or conference room.

Be sure to time yourself to ensure that you have enough time to comfortably finish your presentation within the time limit.

Presentation structure

PowerPoint presentations begin with a title slide that includes the project title, and the presenter name(s) and designation(s) or credential(s). The title should be in a large, non-serif font such as Calibri, Helvetica and Arial in 44 point to 77 point size. The presenter(s) names appear below the title in a smaller font size, generally 24 point to 44 point. Choose a simple backdrop with a color scheme that is visually appealing and easy to read. Contrasting background and font colors can make it easier to read, and slides should appear professional.

Font size: a slide heading in bold 36+ pt and body text in 32+ pt is recommended. Use sans serif font types such as Calibri, Helvetica and Arial. Never use font types like 'Times New Roman', because people with low vision have difficulty with reading text in font types with serifs. Also, avoid using italics for the same reason. Avoid using different fonts in one slide- if you want to draw attention to something, make the font size larger. The body of the presentation is composed of content slides.

Preparing to give an oral presentation

What to wear

- Look professional.

What you wear when making your presentation will affect your audience. This does not mean you need to go out and purchase an entirely new wardrobe, but consider the following suggestions:

Wear a suit or equivalent attire (shirt and tie acceptable) that fits well, is clean, and has been recently pressed. Make sure your shoes are shined and appear well cared for (no sneakers or deck shoes).

Do not wear scrubs or white coat.

- Dress comfortably.

Delivering the presentation

Poor attention to this detail can reduce the effectiveness and seeming importance of even the best studies.

- Know your material, do not read it.
- Always face the audience.
- Speak loudly and clearly.
- Show enthusiasm and emotion.
- Avoid speaking too rapidly.
- Make effective use of dramatic pauses.
- Change your voice pitch and inflection to emphasize important points.
- Make a firm closing (the audience needs to know when you are done).
- Thank the audience for their attention.

The presentation (7 minutes) is followed by 3 minutes of questions and answers (10 minutes total allocated time per session). For some, this can be the most terrifying part of the presentation. The typical concern is, "What if they ask a question I don't know the answer to?" That may happen, but considering the amount of background work you performed for this presentation, it is not likely. Here are some suggestions to make the question period go more smoothly:

- Listen to the questions carefully.
- Answer only what was asked, and answer concisely so that others can ask a question.
- If the questioner is not using a microphone, restate the question. Chances are that the rest of the audience did not hear the question.
- If the question is complex or you do not understand it, have the questioner restate the question.
- If a restatement of the question does not help you, it is your prerogative to restate it. You might say, "I think that what you are asking is..."
- If a question seems particularly aggressive or awkward, be polite in your response. The audience will naturally side with you if you are seen as respectful and dignified.
- Don't embroil yourself in a debate during the question period. If controversy continues to exist after you have politely answered the question, invite the questioner to meet with you after your presentation.
- Finally, if you don't know the answer to the question, compliment the questioner for his or her good question, admit you don't know the answer, and go on to the next question.

The Oral Presentation Checklist

Attire

- ✓ You have clean, pressed, and well-fitted appropriate professional attire

On-site Preparation

- ✓ Arrive early to presentation room
- ✓ Become familiar with audiovisual equipment
- ✓ Project slides or PowerPoint presentation
- ✓ Introduce yourself to session chair

Presentation Delivery Skills

- ✓ Know the content, do not read paper
- ✓ Make eye contact with audience
- ✓ Speak loudly and clearly
- ✓ Demonstrate enthusiasm and emotion
- ✓ Avoid speaking too rapidly
- ✓ Use dramatic pauses
- ✓ Make a firm closing
- ✓ Thank the audience

Answering Questions

- ✓ Listen to questions carefully
- ✓ Answer only what was asked, concisely
- ✓ Restate questions for the audience (assuming they cannot hear question)
- ✓ Have questioner restate complex or confusing questions
- ✓ Be polite
- ✓ Do not debate
- ✓ Admit what you do not know