

# **GARAD-2018 Conference**

**January 17 - 19 2018**

**Fortuna Hotel - No 6B Lang Ha Street, Ba Dinh district, Hanoi, Veitnam**

## **Abstract submission for poster or oral presentation:**

It is crucial to decide whether your presentation is more appropriate for a oral presentation or a poster. Posters are more appropriate for ongoing work with incomplete analyses and findings. Oral presentations should include more conclusive results.

Remember that more people may see a poster presentation than an oral paper. Posters are displayed during the conference duration for all delegates to read.

Having been accepted for either a poster or an oral presentation, please follow the guidelines below on presenting your paper. These instructions are for guidelines only.

## **Oral presentations**

1. 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. Don't try and pack too much into presentation. Try and get a few simple messages across. Avoid too much details.
2. 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.
3. Keep graphs and tables simple, and make sure they are legible and appropriately labeled

4. 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!
5. Structure your presentation and make sure the text is written in spoken English (which is different, and less formal, than written English)
6. Time your presentation so that it does not overrun and allow at least 5 minutes at the end of your presentation for questions

## **Poster presentations**

1. 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.
2. Use as few words as possible to get your point across. State your objectives, methods, results and conclusions as concisely as possible
3. 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
4. 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/occmmed/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>