



## GUIDELINES FOR ORAL PRESENTATIONS

### General Format

Unless special considerations have been arranged with meeting organizers, speakers are allotted 15 minutes for their presentation with an additional 5 minutes for questions, and the transition to the next speaker. To be able to accommodate more speakers and be respectful of time, we ask that you practice your presentations. Session moderators will display a card when 3 minutes remain for your presentation and will enforce time restrictions. Remember to speak slowly and clearly during your presentation.

### Visual Aids

Please bring your presentation saved on a USB flash drive and be prepared to upload it at the start of each session (morning/afternoon) to ensure a seamless transition between presentations. **Save the file as “Last name\_date\_ISG”**. As an example: Knapp\_2014\_ISG. If presenting multiple times, designate the file as “ISG1 or ISG2”. If you have video or other advanced visual elements, please see the session moderator or IT technician well in advance of your session. If you are a Mac user, please ensure that your presentation is compatible with a PC. Because the ISG has an international membership, if possible, we encourage you to include PowerPoint and graphics text in both English and Spanish. French and English is another possible language combination.

### Graphics

Please remember that a large audience must be able to see and quickly understand your supporting graphics. Observing a few simple tips will make your presentation effective and informative:

- Use heavy line thickness for graphics; use **font sizes** clearly readable throughout the room.
- In graphs, use dotted or colored lines rather than lines of varying thickness.
- Use **contrasting colors** to enhance readability, especially in a lighted room (i.e., avoid using medium to dark font colors on medium to dark backgrounds).
- Project your presentation during practice to ensure readability.
- **Use simple diagrams, short crisp text, and limited numbers of bullets per slide.**
- Limit the data provided in tables – **do not crowd your tables**. Do not simply use tables taken from manuscript texts: reformat them for clear presentation.
- Limit the number of slides to enable presentation within the time allotted.



## **GUIDELINES FOR POSTER PRESENTATIONS**

Posters should be the standard size (36 x 48 inches; 91 x 122 cm) or smaller. Please use standard formatting for scientific meetings (Abstract, Introduction, Results and Discussion, Conclusions, and Reference list). Tables and figures should have clear legends with large fonts that allow viewers to read from one meter away. Meeting organizers will provide poster stands, boards, or wall space to place your poster. Bring any unusual material that you need to attach your poster to the board, especially if you prefer to limit puncture holes. Organizers will provide tape and pins.