ACTFL 2024 Tips for Electronic Poster Presentations

An Electronic Poster is an opportunity for presenters to share their research or a project with attendees as they move through the poster area during a <u>60-minute period</u> in the Exhibit Hall. Your presentation must be displayed on your laptop computer while standing at a high round table where attendees can stand for viewing and interaction. There will be multiple Electronic Posters being presented at the same time in the area in the Exhibit Hall, and each Poster will have a sign with your poster title hanging on the drape behind your table.

Your laptop must be operating on battery power since electrical outlets are not available (ACTFL will not provide laptops/computers). No additional audiovisual equipment is allowed for Electronic Poster presentations*.* Although WiFi will be available throughout our meeting spaces in the convention center, strong and stable WiFi is not guaranteed in the Exhibit Hall.

Pre-talk Preparation
- Plan to get into the designated Electronic Posters area in the Exhibit Hall a few minutes early to set up.
- If you are using an online presentation, have an offline version available in case of Wi-Fi issues.
- Dress appropriately for your audience.
- Silence your cell phone and ask others to do the same.

Opening:
- Start on time with a brief introduction and your professional credentials or experience.
- Inform the audience if you do not want photos or videos taken.
- Remind attendees that this is a safe, professional space for learning and sharing.

Slideshow:
- You may show PowerPoint slides on your laptop at the table; however, the laptop must be battery powered and fully charged.
- Please follow the Slideshow Accessibility Tips (available from the "For Presenters" webpage on actfl.org) when creating your presentation.
- Feel free to use the ACTFL 2024 PowerPoint slide template available in the Presenter Media Kit on the "For Presenters" page on actfl.org. You may also use your own template.
- Use visuals and bullet points in your slides to convey the message.
- Limit the number of slides in the presentation.
- Proofread all content, including visuals and numbers.
- Use a font size that is easily readable (28-34 for body; 36-44 for titles).
- Use a sans serif font such as Arial, Helvetica, Verdana or Calibri.
- Use a consistent font and colors throughout the slideshow.
- Use strong contrasts between font color and background color, such as black on off-white.
- Limit animation effects.
- Insert video and audio clips if relevant.
- Credit all sources and images used in the slides if they are not your own.

Handouts:
- Prepare a handout of your slideshow/presentation with your name and email address.
- Upload handouts in advance by <u>Monday, November 18, 2024</u> to the Ready Room for availability on the mobile app and online Convention Program, promoting a "green" presentation. Alternatively, distribute handouts at the beginning of your presentation.
- Note that uploading handouts onsite may take a couple of hours to appear in the mobile app.

Speaking

- Maintain a natural, moderate rate of speech.
- Project your voice clearly and distinctly. Use the lectern microphone when not moving around the room.
- Emphasize key points and pause to allow the audience to absorb information.
- Avoid reading slides aloud; the audience can read faster than you can speak.

Presenter Skills

- Avoid turning your back on the audience or hiding behind the lectern.
- Show enthusiasm and engage with the audience through eye contact, gestures, questions, and humor.
- Stay focused despite distractions from the audience or attendees who arrive late or leave early.
- Refer to your notes only as needed to stay on track; speak naturally rather than reading.
- Don't worry about minor mistakes; everyone makes them.

Questions

- Ask the audience if they have any questions periodically, since there will be a flow of attendees throughout the hour.
- Always **repeat audience questions** for clarity before giving your response.
- Navigate to relevant slides when answering questions.
- Stay calm and answer questions confidently. For questions you cannot answer, offer to find the information later.
- Politely decline to answer overly personal or controversial questions.
- For very specific questions, offer to meet outside the designated Electronic Posters area for a few minutes after the presentation time to discuss.

Conclusion:

- End with a prepared summary statement or question, emphasizing key takeaways.
- Remind attendees to complete the survey in the mobile app.
- Offer your email or business card for follow-up questions or address additional queries after the presentation.