



ACTFL
ANNUAL CONVENTION
& WORLD LANGUAGES EXPO

NASHVILLE 2017
MUSIC CITY CENTER
NOVEMBER 17-19

Tips for Electronic Poster Presentations

Electronic Posters (60 minutes)

Your presentation must be displayed on your laptop computer while standing at a high round table around which attendees can stand for viewing and interaction. There will be multiple electronic posters being presented at the same time in the Exhibit Hall. There will be a constant flow of attendees in the designated electronic poster area listening to the various presentations. **Please make sure that your laptop is operating on battery power; we cannot provide you with access to outlets. Unfortunately, ACTFL cannot provide laptops/computers or Internet access. No additional audiovisual equipment is provided or allowed for poster presentations.**

Handouts:

- Presenters are advised to have a sign-up sheet for participants wishing to receive handouts electronically after your Electronic Poster presentation; this is a “green” presentation so attendees will not have a lot of paper to take home.

PowerPoint Slides:

- You may show PowerPoint slides on your laptop at the table; however, the laptop must be battery powered and fully charged.
- Let the pictures or graphics in your PowerPoint slides tell the story – don’t overload with text and/or data. Too much text makes the slide unreadable.
- The aim is to have a few powerful PowerPoint slides.
- Prepare an Agenda or Table of Contents slide.
- Proofread everything, including visuals and numbers.
- Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
- It is distracting if you use too wide a variety of fonts.
- For a long presentation, you may want to change background designs when shifting to a new topic.
- Animation effects can be interesting when used in moderation.
 - o Too much animation is distracting.
 - o Consider using animated clip art.
 - o Consider using custom animation.
- You can insert video and audio clips into PowerPoint, but be sure that the clips are on your laptop because you will not have access to the Internet.

Opening:

- Jump right in and get to the point.
- Give your rehearsed opening statement; don't improvise at the last moment.
- Use the opening to catch the interest and attention of the audience.
- Briefly state the problem or topic you will be discussing.

- Briefly summarize your main theme for an idea or solution.

Speaking

- Talk at a natural, moderate rate of speech.
- Project your voice.
- Speak clearly and distinctly.
- Repeat critical information.
- Pause briefly to give your audience time to digest the information on each new slide.
- Don't read the slides aloud. Your audience can read them far faster than you can talk.

Conclusion:

- Remind everyone to complete the survey for your electronic poster presentation in the mobile app.