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 room. **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:**
- 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.
- Proof read 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.
  - Too much animation is distracting
  - Consider using animated clip art
  - 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.