Preparing a high quality ePoster for your ICS presentation: Tips for success

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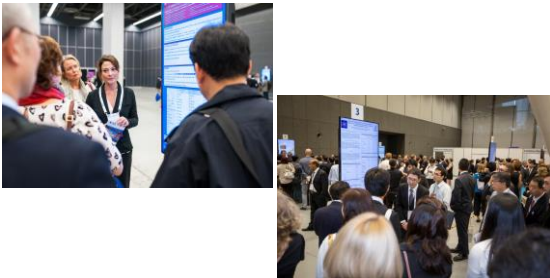
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ePosters

- Please start by watching our video regarding ICS poster preparation:

  https://www.ics.org/tv?play=3353

- ePosters have some special considerations.

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ePoster format

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Open-discussion ePosters

- These will be electronic poster presentations displayed on monitors in the ePoster area.
- Authors will have the opportunity to present their work to delegates during their scheduled presentation slots.
- The presentation will be facilitated with the use of an electronic poster board, on which you will upload your poster prior to the meeting date.
- You do not have to prepare any additional paper poster presentation if you were accepted for an open-discussion ePoster session.

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1. Read the Guidelines!

- Read all the guidelines carefully before starting preparations.
- Prepare your presentation following the directions.
- If the template is available, use it. It simply gives you the dimensions to use for your slide.
- Make sure you use the correct display format.
- Remember to upload your presentation. On-site uploading is sometimes also available for last minute changes.

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2. Tips for preparing ePoster

- Think about the structure of your poster (in a logical order from beginning to end) and the home messages. You may find it helpful to guide the reader with arrows or numbering to guide the reader from one logical step to another.
- Consider a catchy title - short, sharp, and compelling.
- Your text must be concise, clear, and precise. Avoid large blocks of text and long sentences.
- Use of high definition pictorial material is important to illustrate ePosters.
- Carefully produced picture, chart or diagram can say more than extended speech. Well-designed graphics are efficient and effective.
- Good use of colors should be the rule.

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3. On-site training

- On each ePoster station you will be able to access all the ePoster files for the meeting.
- You will make your presentation in front of the ePoster monitor. The system will allow you to move around and zoom in on any section (just like using a large tablet).
- Arrive early to familiarise yourself with the ePoster screen:
  - practice using the control screen
  - learn how to zoom in and out
  - practice your presentation

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4. Before presentation

- Arrive at the ePoster hall at least 15 minutes prior to the start of the session.
- Check the list of your position and time.
- Introduce yourself to the session chairman and familiarise yourself with the ePoster system.
- Practice opening your presentation.
- Interact with the entire audience. Do not leave visitors waiting for your attention. Make eye contact with each person and talk directly to them, not directly to the ePoster screen.

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5. Tips for presenting

- Please obey the time limit on your talk.
  - Allow time to present your work
  - Allow time to answer questions
- Practice with a timer presenting your ePoster on a laptop (on your own or to a friend or colleague).
- Prepare an "elevator speech" (20-30 second summary introduction to secure audience interest) to go with your poster.
- Be prepared to fill the gap in the unlikely event that the ePoster system malfunctions.

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5. Tips for presenting

- Be confident, attentive, open, and curious. Show that you know the subject, but avoid presenting yourself as arrogant or aggressive.
- Speak slowly and clearly when presenting your poster.
- Do not read directly from your poster. Always keep eye contact with your audience.

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6. Tips for answering questions

- Listen carefully to your questioner.
- Wait a few seconds after the questioner stops speaking to make sure you heard the complete question.
- It is appropriate to ask the questioner to repeat the question if you did not hear or understand what was asked.
- Provide a concise and complete response. Talk simply and openly about your research work.
- Address all main points of the question and be proud of your work while acknowledging the limitations.
- If English is not your first language and you need assistance, please bring someone to help you translate.

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7. Useful links

- Erren TC, Bourne PE. Ten simple rules for a good poster presentation. PLoS Comput Biol. 2007 May;3(5):e102.
- guides.nyu.edu/posters
- projects.ncsu.edu/project/posters/

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