NACTA/SERD 2008
Oral & Poster Presentation Guidelines

Oral Presentations

- Create your presentation in PowerPoint format.
- PowerPoint presentations can be uploaded each day in the Speaker Ready room between 7:30 a.m. and 8:00 a.m.
- Your PowerPoint presentation must be uploaded absolutely no later than 8:00 a.m. the day of your presentation for it to be pre-loaded on the session computer. Individual presentations then begin with the click of a mouse.
- If any additional equipment is requested, please contact Rhonda Miller (rhonda.miller@usu.edu or 435-797-3772).
- Oral presentations are allocated a total of 20 minutes each, including time for questions. Plan on making a 12-15 minute presentation to allow a few minutes for your introduction and any questions from the audience.
- Practice your presentation beforehand and time it.
- Use active words, short sentences. Words should reinforce visual material.
- Speak loudly and clearly. Be sure to repeat any comments or questions from the audience.

Poster Presentations

- Posters should be no more than 42 inches (107 cm) tall by 48 inches (122 cm) wide.
- Presenters should bring their own materials for attaching illustrations to the boards. You may use push pins to attach your poster to the board. No tape or Velcro please.
- Posters will be displayed for one day. Please see the Poster Schedule below. It is essential that presenters clear their booths promptly. NACTA accepts no responsibility for material left behind, lost, stolen or damaged.
- Posters should be readable from a distance of 6 feet (2 meters). For adequate visibility, capital letters should be at least 3/8 inch (1 cm) high after enlargement to full poster size. Photographs should be a minimum of 5 x 7 inches.
  - Don't crowd too much information into the presentation; concentrate on two or three main points. Highlight your title, headings, and subheadings.
- Arrange the material in main sections, each of them without too many details but with a common thread.
- Keep your text in short, concise, legible statements; minimize complete sentences and paragraphs.

- No electrical outlets will be provided in the poster presentation area. Back-lighted photos, sound or projection equipment, and free-standing displays are prohibited.
- You may prepare handouts for distribution at the meeting. The handouts should be directly related to the topic of the poster.
- You may wish to bring a supply of business cards and a pad of paper for viewers to leave their contact information.

**POSTER PRESENTATION SCHEDULE***

<table>
<thead>
<tr>
<th>Time</th>
<th>Set-up Time</th>
<th>Viewing Time</th>
<th>Presenters Must be at their Poster Booth</th>
<th>Poster Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, June 11th</strong></td>
<td>7:30 a.m. – 8:00 a.m.</td>
<td>8:00 a.m. – 11:30 a.m.</td>
<td>9:15 a.m. – 10:30 a.m.</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td><strong>Thursday, June 12th</strong></td>
<td>7:30 a.m. – 8:00 a.m.</td>
<td>8:00 a.m. – 4:30 p.m.</td>
<td>9:15 a.m. – 10:30 a.m.</td>
<td>4:30 p.m.</td>
</tr>
<tr>
<td><strong>Friday, June 13th</strong></td>
<td>7:30 a.m. – 8:00 a.m.</td>
<td>8:00 a.m. – 11:30 a.m.</td>
<td>9:15 a.m. – 10:30 a.m.</td>
<td>11:30 a.m.</td>
</tr>
</tbody>
</table>

*Schedule subject to change

**Questions?**

Contact: Rhonda Miller (rhonda.miller@usu.edu) or 435-797-3772.