

BEST PRACTICES: POSTER PRESENTATIONS

(see following pages for ORAL PRESENTATIONS)

Tips for Preparing Your Poster:

To ensure legible text, use a sans serif font (e.g. Helvetica, Arial) that follows the size guidelines below so that it can be read from a distance of 3 to 6 feet.

	Recommendation	Minimum
Title	158-point font	72-point font
Section Title	56-point font	46-point font
Block Text/Body, Figure Captions	36-point font	24-point font

Ensure there is high contrast between the color of the background and the font color throughout. When adding color for aesthetic or other reasons, use combinations different from black text on white background only for larger or highlighted text, such as headlines and titles. Avoid busy or dark backgrounds.

Do not overcrowd the poster, as more white space helps readers focus on the content. Use between 1.2 and 2.0 line-spacing to improve ease of reading, and adjust the tracking (space between characters) to +3.

Organize the titles, text blocks, and figures so the reader is led from heading to heading by a clear narrative through logical design.

Make sure the resolution of the images are correct for large printing (minimum 300 dots per inch), and avoid placing text over images.

Captions and/or alternative text allow the audience to access more precisely what the image is intended to communicate.

If you plan to supplement your poster with video on a tablet, have captions available for that video.

Tips for Presenting Your Poster:

Keep all tacks and push pins off the floor! They can puncture wheelchair and scooter tires.

Do not touch mobility devices, guide or service animals, or assistive technology without the owner's consent.

If you are speaking to a poster reader through an interpreter, speak directly to and maintain eye contact with the poster reader, not the interpreter.

If you are speaking to a poster reader who is deaf or hard of hearing, face them so that they can read your lips, and avoid talking while chewing. Repeat questions from other readers before answering. Consider moving the discussion to a quieter area outside the poster hall or finding another time for a one-on-one discussion.

Come prepared with an electronic version on a tablet/laptop or a one-page printed copy of your poster or to facilitate presentations to attendees who are low vision or facilitate conversations outside the poster hall. An electronic version is preferable since font size on standard letter size paper may be too small to be legible.

When presenting to a poster reader who is blind or low vision, use specific, descriptive language.

Speak all of the content, including describing the content of charts, graphs, and pictures. If guiding someone with a visual impairment, offer them your arm rather than grabbing or pushing them.

Sources:

<https://www.adahospitality.org/accessible-meetings-events-conferences-guide/book>

<https://www.pacrim.hawaii.edu/presenters/accessibility/posters>

http://www.aucd.org/docs/annual_mtg_2008/accessibility_posters_gilson2007.pdf

<https://www.apha.org/events-and-meetings/annual/presenter-information/poster-session-guidelines/accessible-poster-presentations>

<https://www.washington.edu/doiit/equal-access-universal-design-conference-exhibits-and-presentations>

<https://osepideasthatwork.org/sites/default/files/2017-PosterGuidelinesFINAL.pdf>

BEST PRACTICES: ORAL PRESENTATIONS

Tips for Preparing Your PowerPoint Presentation:

Use a sans serif font that is at least 22 point.

Use a light colored background with dark text.

Use a plain background without any watermark, photo, or design behind the text.

Use a PowerPoint theme to structure your presentation, with only short sentences and/or bulleted phrases (about 4 lines of text/40 words per slide).

Keep it short - as a rule, one slide for every two minutes of speaking time.

Graphics:

Replace or complement graphics with text whenever possible.

Note that many people with disabilities use text-based screen reading software and computer devices. Graphics, specifically, are difficult to read with screen readers.

Photographs, images, clip art, graphics, maps, and charts cannot be read by screen readers; embed "Alt Text" ([link is external](#)) descriptions with images and other graphic elements.

Avoid the following:

Slide transitions

Busy slide backgrounds

Chart filler patterns

Over-crowding text

Color schemes providing low contrast

Charts without text descriptions

Videos that are not captioned

Guidelines for Giving Presentation:

Before the presentation

If present, make sure sign language interpreters have a copy of your presentation before you begin.

If a presentation includes a video, provide captions or ensure the caption function has been turned on.

Do not rearrange the rooms in a manner that may prohibit access.

Make sure the microphone is working.

During your presentation

Always use the microphone, even if you have a loud voice

Presenters should speak clearly at a moderate pace.

Face the audience when speaking. Many individuals with hearing or attention disorders rely on watching someone speak to understand the material.

Repeat or re-word lengthy or complex components of your talk.

Always try to present key terms and concepts visually as well as orally.

Avoid pointing to something on the slide and using words like “this, that, these, and those”, unless you indicate what “this” means. Example: “This map shows...” Not “This shows...” People who cannot see you pointing to a slide don’t know what “this” used alone means.

Always try to preview and summarize content during your talk..

During the Q&A

Repeat questions and comments from audience members.

If necessary, electronic files can be shared with participants after the end of the conference via email.

Sources:

<https://www.adahospitality.org/accessible-meetings-events-conferences-guide/book>

<http://www.saces.org/accessibility>

<https://www.apha.org/events-and-meetings/annual/presenter-information/oral-session-guidelines/access-information-for-presenters>