

# Presentation Guidelines

## Invited Speakers / Oral Contribution Talk Preparation

- **Trainee presenters** will have 15 minutes for presentations. Please plan your talk for 11 minutes to allow for introduction and questions.
- **Trainee presenters during main symposium** will have 10 minutes for presentations. Please plan your talk for 7 minutes to allow for introduction and questions.
- **Invited speakers** will have 30 minutes for presentations. Please plan your talk for 27 minutes to allow for introduction and questions.
- **Speakers selected from contributed oral abstracts** will have 15 minutes for presentation. Please plan your talk for 12 minutes to allow for introduction and questions.
- **Sponsored 5-minute lightning talks.** Please plan your talk for 3 min to allow for introduction and questions.
- **Sponsored 30-minute talks.** Please plan your talk for 27 minutes to allow for introduction and questions.

## All Oral presenters:

- Prepare your presentation with PowerPoint and use the 4:3 screen resolution. The session room is LARGE – seating 200+ people. Be sure your visuals are clear and very legible.
- Take your presentation to the Chair of your session during the break prior to your session. If you require to use your own laptop for the presentation, please advise the session chair during one of the breaks **before** your session.

## Poster Preparation

The poster presentation is an effective way to communicate your research to colleagues. It has become the “presentation of choice” for many scientists who present at CNPN.

### POSTER SCHEDULE:

<b>Monday</b>	13:00 to 16:00	Make sure your posters are placed on the boards
<b>Monday - Reception</b>	18:00 to 19:00	Authors to be present at their posters
<b>Tuesday, Wednesday</b>	10:00 to 10:30	Authors of <b>odd number</b> posters present
	15:00 to 15:30	Authors of <b>even number</b> posters present
<b>Wednesday</b>	15:00 to 17:00	Poster are to be removed

**POSTER BOARDS.** Each author will be provided one-half of one side of a board 7 feet 10 inches across (239 cm) and 3 feet 10 inches high (117 cm). Each section of the board will be numbered on the upper left corner. Be sure you place your presentation on the board number for your poster that appears in the final program that you will receive at the conference. **Supplies to mount your poster will be provided. POSTER SIZE NOT TO EXCEED 4' X 4'.**

**TITLE BANNER.** The title banner should be approximately 3.5 feet long. Lettering should be at least 3/4 to 1 inch high (72 pt. bold). The banner should include the author(s) and affiliation(s). **One logo per institution** may appear in the title only.

**CONTENT.** You may prepare your presentation on panels that are a minimum of 8.5 x 11 inches. It is effective to mount the panels on coloured mounting board (9.5 x 12 inches is a convenient size). Use a *sans serif* font such as arial or helvetica in a minimum size of 24 pt. (1/4 inch high). Text, figures and photographs should be readable from a distance of 3-4 feet. **Large format printouts of posters should be landscape** format of a size to fill the available space.

Be simple and direct in your poster presentation. Use short phrases and “bulleted” text throughout the poster. Avoid long narrative paragraphs.

The posters should be organized to include the following elements:

- **Overview.** A succinct summary of the purpose, methods, and results. Use phrases rather than sentences in a simple outline format. Place in the upper left section of the board.
- **Introduction.** A concise statement of the objective and background of the work.
- **Methods.** Description of the apparatus, chemistry, samples, materials, etc. in some, but not overwhelming detail.
- **Results.** Graphs, spectra, charts, pictures, etc., with a minimum of text to illustrate the nature of the results.
- **Conclusions.** Concise statement of the findings (positive, as well as negative), indicating future research directions.

**LAYOUT.** Arrange the poster panels or printout for logical flow from top left to lower right of the board. If using panels, they may be numbered or you may use chart pak colored tape to guide the viewer.

**HANDOUTS.** Authors are encouraged to provide handouts, e.g., preprints, extended abstracts, copies of poster panels, etc. **No hardware, computers, books, accessories, or saleable items may be displayed.**

## CNPN Poster Board Example

Each author will be provided one-half of a board 7 feet 10 inches across (239 cm) and 3 feet 10 inches high (117 cm). Each board will be numbered on the upper left corner. Be sure you place your presentation on the portion of the board number for your poster that appears in the final program that you will receive at the conference.

