

## 1<sup>st</sup> SSMC Burns Centre of Excellence Symposium

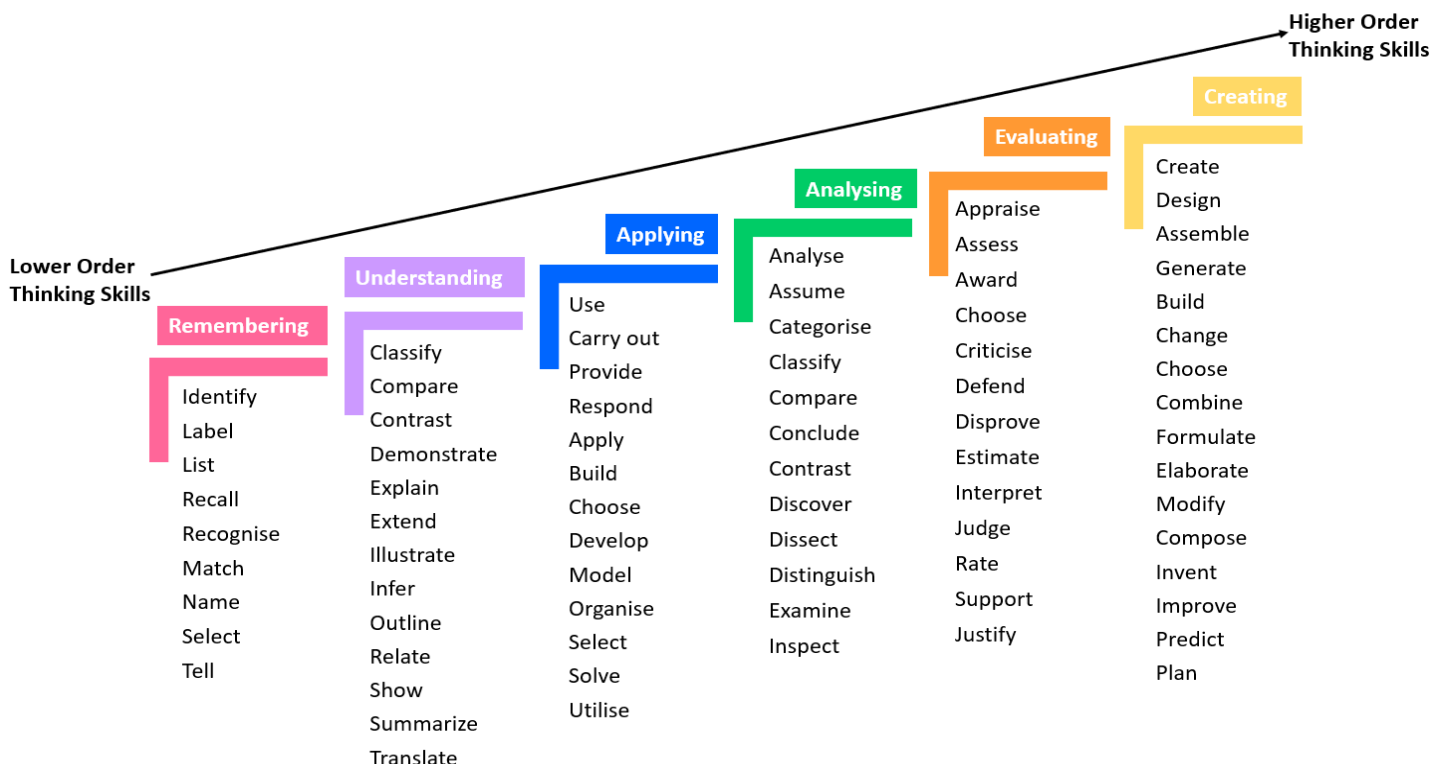
### Oral and Poster Presentation Guidelines

#### Oral Presentation Guidelines

1. Presentations to be written and conducted in English.
2. Presenters will have a maximum of 10 minutes to formally present (maximum 10 slides)
3. A total of 15 minutes is allocated to the presentation to allow for questions so please be careful to stick to time or you will not have time for questions
4. Questions will be taken immediately after the presentation unless otherwise agreed with the moderator to take questions as a group
5. Presenters should submit speaker information and DoH disclosure documents no later than Monday 15<sup>th</sup> September. A minimum of 3 learning objectives for the session must be included. This is a DoH requirement. 'By the end of the sessions participants will be able to....'. See below hints and tips for writing learning objectives.
6. Finalised presentation should be submitted no later than Friday 24<sup>th</sup> October. Presentations will be made available on the day. We do not have capabilities to support or access USB sticks, shared drives / folders (cloud).
7. Only presentations in PowerPoint will be supported.
8. Conference programme is subject to change and some presentations may be moved as the conference develops
9. All oral presentations are in person, no virtual presentations
10. The room will be equipped with a data projector, screen and laptop computer.
  - Video clips - Please let us know in advance so we can ensure they are playing prior to the symposium. Please send any video clips with your finalised presentation.

#### Hints and Tips for Writing Learning Objectives

Bloom's Taxonomy of measurable verbs:



### Powerpoint considerations

- Be mindful of
  - Use of animation
  - Use of colour
  - Font size
  - Formatting of pictures
  - Numbers of words / amount of detail / content on the slide

### References

Use APA referencing in the reference list: Author/s, year, title article, journal, volume (issue), page/s

<https://www.mendeley.com/guides/apa-citation-guide/>

### **Poster Guidelines**

1. Presenters are responsible for the design of their poster.
2. Presenters are responsible for the printing of their poster. See details below.
  - SSMC will not be printing posters however will provide boards for displaying posters.
3. Presenters do not have to submit the poster in advance.
4. Presenters should bring the poster with them on the day.
  - Posters to be displayed prior to opening of symposium, between 7am – 8am.
  - At the registration desk, please indicate to registration staff that you have a poster for display and they will guide you to the exhibition area.
5. Posters remain on display in the exhibition area for the duration of the symposium.
6. Presenters should be at their posters during the refreshment breaks to answer questions from delegates. It is a good idea to include contact details on the poster for follow up!
7. There is no formal poster walk.

### Poster considerations

The poster should act as the starting point for discussion about your work so it is important to think about what the audience needs to know rather than what you want to say about your project.

Consider the following:

- The right level of detail.
- The poster should not be a larger-sized version of your full abstract.
- A poster is a quick way of visually conveying information about your work.
- It is important to highlight certain areas of your research or evaluation to encourage the audience to find out more. The text should communicate what has happened and allow people to determine if the findings are valid.
- It should be interesting and easy for a person who is not familiar with the project to understand quickly.

### Layout consideration

- Title
- Authors
- Aim
- Methods
- Results
- Conclusions
- References

Be mindful of

- Use of colour
- Font size
- Clarity of tables
- Number of words / amount of detail on the poster

#### Poster size

Size **A1** - 841mm X 594mm

Portrait or Landscape



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