



Tips for Paper/Poster Presentations

Oral Presentation

The oral presentation of a paper is usually limited to a 10-12 minute presentation of your research with an additional 3-5 minutes for questions and answers (Total 15 minutes). A computer, audiovisual equipment and an internet connection will be available for your use.

To ensure that your presentation runs smoothly, it is important to:

- Send your PowerPoint to the **Office of Research and Outreach** (<mailto:oro@psu.edu>) 2 days before the program so it can be uploaded and tested.
- Arrange a time to “test” your PowerPoint on the Gallery Lounge computer ahead of time.
- If you use anything other than a PC based PowerPoint presentation, check with Anton FAR AHEAD of time so we can resolve incompatibility issues.

Recognize the constraints imposed on your presentation:

1. The short time of only 12 minutes (with an additional 3 minutes for questions) [NOTE: The actual time may vary somewhat depending on the number of presenters (i.e. reduced to 10 minutes for presentation, 2-3 minutes for questions)]
2. The limits on attention and comprehension of your audience members who are listening to (not reading) many presentations each day, some of which are outside their area of expertise
3. The context of the session in which people may enter and leave at any time causing distractions and a less than-ideal listening/learning situation
4. The varied backgrounds of your audience so that your presentation is not too technical yet easy to understand.

Therefore, it is recommended that in preparing your talk you:

1. Decide on a limited number of the significant ideas you want your audience to comprehend and remember.
2. Minimize details (of procedure, data analysis, and literature review) when highlighting the main ideas you want to transmit.
3. State clearly in simple, jargon-free terms what the point of the research is, what you discovered, and what you think it means—its conceptual, methodological, or practical value.
4. Employ some redundancy in repeating important ideas to enhance comprehension and recall.
5. Write out your presentation as a mini-lecture (with a listening audience in mind), starting with an

outline that you expand into a narrative.

6. Practice delivering it aloud in order to learn it well, to make its length fit in the time allocated, and to hear how it sounds.
7. Get feedback both from tape-recorded replay of your delivery and from critical colleagues who listen to it.
8. **Do not read your paper to the audience.** Speak your ideas directly to your audience, referring—if necessary only—to an outline of key points and transitions.(This may not apply to presentations of creative writing, e.g. some areas of humanities)
9. Try to speak loud enough, clear enough, and with sufficient enthusiasm to hold the attention of your audience despite distractions (internal and external).
10. State your final conclusions and end on time.

It is an honor to have the opportunity of being in the spotlight with an audience of peers giving you their time and attention. You have an obligation to them (and to your profession) to use that occasion wisely and well.

Poster Presentations:

Poster boards and tables will be available for hanging or exhibit style placements. The production of the poster and associated costs (printing) are the responsibility of the presenters and/or their respective school. The Office of Research and Outreach may have some limited funds available to cover poster printing costs in exceptional circumstances.

Poster presentations provide the opportunity for the presenter and the audience to talk with one another. A physical arrangement similar to an exhibit area is used for this interaction. The most common size for posters is 48"x36". Check to make sure your poster adheres to the requirements of the symposium/conference at which you will be presenting. A relatively large number of posters will be displayed during each poster session. During the designated period, the audience moves through the poster displays, stopping to interact with those who are presenting research that is of special interest to them. Thus, the interaction between the presenters and the audience is likely to be more meaningful than is typically the case in paper sessions. Therefore, when constructing your poster, remember to utilize the opportunities provided by this method of presentation.

Poster presentation recommendations:

1. Construct the poster to include the title, the author(s), affiliation(s), and a description of the research, highlighting the major elements that are covered in the abstract.
2. Minimize detail and try to use simple, jargon-free statements.
3. Remember that pictures, tables, and figures work well in a poster display
4. If you can, use color in your visuals.
5. Make sure your lettering is neatly done and is large enough to be read from a distance, i.e., do not simply pin up a set of typed pages--reserve these for your handout.

6. Consider using a flow chart or some other method of providing the viewer with a guide to inspecting your display.
7. Don't overwhelm the viewer with excessive amounts of information; rather, construct a poster display that enhances conversation.
8. Be ready to pin up and take down your poster at specified times.
9. Be sure to bring thumbtacks with you; however, we will also have some available.

It is an honor to have the opportunity to present at a research conference. You have an obligation to prepare a neat, well-organized display and to be present at your display for the entire poster session period if possible. With a little thought and creativity, you can make your presentation a very pleasing one for both you and your audience.

Make sure to have your major advisor and other colleagues if available proofread the poster before printing.

Printing locations: Although you may use any number of outside vendors to print your poster, the Center for Survey Research located in Church Hall is a good option. You may contact them at 717-948-6173 for more info. However, prior to printing your poster, please check with your department or college for suggestions on where it may be printed, because many departments and colleges can direct you to convenient and sometimes low-cost printing facilities.

Note: The original document for these guidelines can be found on the website of **The International Honor Society in Psychology** (https://www.psichi.org/?RES_ConvPosTemp#.VwZXQ-IrJhF).

It has been revised to meet the needs of our audience under the fair use provisions. Psi Chi also credited the Western Psychological Association as their original source.

777 West Harrisburg Pike, Middletown, PA 17057 | 717-948-6000

The Pennsylvania State University © 2019