

IHHWC:2020 - Submission Guidelines for Presentations

Presentation Guidelines:

Oral Presentations

Please prepare your presentation in PowerPoint or PDF format (whatever is preferable). For Academic Presentations allocate 15 minutes of time including 3 minutes for questions. For IHHWA / IHA / Others allocate 25 minutes or time including 3 minutes for questions. Please name your file as:

- yourname_Oral-Pres.docx

Please send completed Oral Presentations to www.easychair.org

Infographic Poster Presentations

Infographic Poster Boards are 841mm wide by 1189mm high and are designed for A0 Portrait orientation. Posters should be clear and easy to read, and the type size should be sufficiently large to allow people to read from approximately 2m away. Please name your file as:

- yourname_Poster.docx

Send completed Infographic Poster Presentations to www.easychair.org

PowerPoint Presentation Guidelines:

(a) PowerPoint Slide

- Highlight key points or reinforce what the facilitator is saying
- Should be short and to the point, include only key words and phrases for visual reinforcement
- In order for your presentation to fit on most screens, text and images should be placed within 95% of the PowerPoint slide
- Use a set font and colour scheme.
- Use the same background on each slide
- Limit each slide to one idea
- Avoid the "All Word" slide

(b) PowerPoint Layout

- Layout continuity from frame to frame conveys a sense of completeness
- Headings, subheadings, and logos should show up in the same spot on each frame
- Margins, fonts, font size, and colours should be consistent with graphics located in the same general position on each frame
- Lines, boxes, borders, and open space also should be consistent throughout

(c) Font Size

- A good title size - Verdana 40-point
- A good subtitle or bullet point size - Verdana 32-point
- Content text should be no smaller than - Verdana 24-point
- Font size not recommended for content - Verdana 12-point.

(d) Colours

- Dark slides with light coloured text work best

Infographic Poster Presentation Guidelines:

- Size: The template is A0 portrait (841 x 1189 mm), portrait (vertical) format.
- Lettering for the title should be large (at least 70-point font).
- The body text/font size should be between 24 and 32 points. Arial, Helvetica or equivalent.
- Keep body text left-aligned, do not justify text
- Title: Must be clearly displayed and must match the title of the poster submitted.
- Structure: Poster must have a clear structure & format.
- Keep the text brief. Blocks of text should not exceed three paragraphs. Use text to:
 - (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?),
 - (b) explain visuals and direct viewers' attention to significant data trends and relationships portrayed in the visuals,
 - (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

Depending upon the stage or nature of your project, it could include sections on future research plans or questions for discussion with viewers.

Cite and reference any sources of information other than your own, just as you would do with a research paper. Ask your professor about the particular citation system that you should use. The "References Cited" is placed at the end of the poster.

Images: Use of colour images & diagrams is recommended.