Guidelines for Poster and Oral Presentations

In-Person Poster Presentations Instructions

Poster presenters will be assigned a specific date and time for their presentation at the Celia Guzmán Building, School of Nursing. Presenters must send a PDF version of their poster to foroanual.rcm@upr.edu by March 12, 2025. This file will be included in the Forum's virtual webpage.

- The PDF file name should include the abstract number (as assigned in the Forum's program, not in the Ex Ordo database) and the presenter's initials. For example, Juan Rodríguez Pérez, with abstract number 001, would name the file as follows: 001_JRP.pdf

- In this email, please include the name of the presenting author and their category (undergraduate student, graduate student, professional student, faculty, etc.).

- If you have any issues emailing your file, please message foroanual.rcm@upr.edu.

Presenters must pick up their name badge and board assignment on the day of their presentation at the registration table at the School of Nursing entrance. Posters should be placed on the assigned board at least one hour before the session begins. Presenters must stand by their posters during the session to discuss their work and answer questions. We kindly ask that posters be removed at the end of the session.

Poster Preparation Instructions

Posters are a graphically based approach to presenting projects that should cover KEY POINTS, provide a brief overview of the work, and generate discussion during a brief time frame.
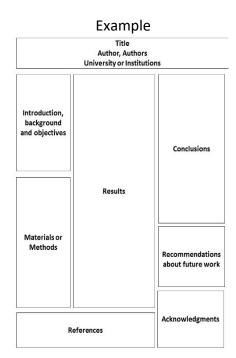
Design and Layout: Posters' format will vary according to the type of work submitted. Posters must be oriented in the "**portrait**" position and should measure **36" (width) x 46" (height).**

If using PowerPoint to create your poster, create a new presentation under the **File menu** and choose **New** and **Blank Presentation**. Set your page size: select **Design** and choose **Slide Size**.

Type in your poster's required 36" width and 46" height. Text font size should be 16 to 30, and titles should be **48 to 96**. It is preferable to use **.jpg format** to incorporate graphics to your slide. If a background will be used, we suggest using a light color. The content and background should also be in contrasting colors to facilitate reading.

The most effective posters provide minimal text and keep the material simple. Make full use of the space, but do not cram a page full of information. Use **Headings** to indicate each section. Use only pertinent information. Be selective when showing results or outcomes.

Example

Present only those results that illustrate the main findings. However, keep other results handy so you may refer to them when asked. Consider using "**bullet statements**" to make your points short and precise. The rules on text are "**less is more**" and "**bigger is better**." Limit the text to about one-fourth of the poster space, and use "visuals" (graphs, photographs, schematics, maps, etc.) to tell the "story." Colors should be used only to emphasize, differentiate, and add interest. Do not use colors just to impress! Equations should be kept to a minimum.

In-Person Oral Presentations Instructions

Oral Presenters will be assigned a date, time, and location for their presentation. Presenters must send a PDF and PowerPoint version of their presentation to foroanual.rcm@upr.edu by March 12, 2025. In this email, please include the name of the presenting author and their category (undergraduate student, graduate student, professional student, faculty, etc.).

Advancing Knowledge, Transforming Health

April 9 - 11, 2025

University of Puerto Rico, Medical Sciences Campus

45th Annual Research and Education Forum

The PDF version will be included in the Forum's virtual webpage. The PowerPoint version will be used to organize all in-person oral presentations in one file to facilitate the presentation. On the day of their presentation, presenters will check in with the session moderator 30 minutes before the session starts and pick up their name badge.

- The PDF and PowerPoint file names should include the abstract number (as assigned in the Forum's program, not in the Ex Ordo database) and the presenter's initials. For example, Juan Rodríguez Pérez, with abstract number 001, would name the file as follows: **001_JRP.pdf & 001_JRP.pptx**

- In this email, indicate the author's name that will be presenting.

- If you have any issues emailing your file, please message **foroanual.rcm@upr.edu**

Oral Presentation Instructions

Oral presentations will be limited to **15 minutes: 10 minutes for presentation and 5 minutes for questions/discussion**. Moderators will prompt presenters when their time has expired. They will also monitor the questions/discussion session.

We recommend bringing a backup presentation file if there are any technical problems. Also, focus your content on what you feel is most important for the audience to take away from your project.

Remember: Find your poster or oral presentation number in the Forum's program, which will be posted on our website: https://rcmonline.education/fororcm2025. Please note that the number assigned to your abstract on the Ex Ordo platform was for evaluation purposes only.