

Guidelines for In-Person Presentations

In-Person Poster Presentations Instructions

Poster presenters will be assigned a date and time for their poster presentation at the Veranda of the Conrado F. Asenjo Library. **Presenters are required to send a PDF version of their poster to foroanual.rcm@upr.edu by March 21, 2023.** This file will be included in the Forum's virtual webpage.

- **The PDF file name should include abstract number and presenter's name initials.** For example: Juan Rodríguez Pérez with abstract number 1234, would name the file as follows: **1234_JRP.pdf**
- **In this email: also indicate the name of the author that will be presenting.**
- If you have any issues emailing your file, please message foroanual.rcm@upr.edu.

On the day of their presentation, presenters will pick up their name badge and board assignment at the registration table located at the entrance of the Conrado F. Asenjo Library. Posters must be placed on the assigned board at least 15 minutes before the poster session starts. Presenters are asked to stand next to their poster for the session to discuss their work and answer questions. We kindly ask presenters to take down their poster following the end of their 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 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 **File menu** and choose **New** and B**lank Presentation**. Set your page size: select **Design** and choose **Slide Size**. Type in the required **36" width** and **46" height** for your poster. Text font size should be from **16 to 30** and titles should be from **48 to 96**. It is preferable to use **.jpg format** to incorporate graphics to your slide. If a background is going to be used, we suggest using a light color. Additionally, content and background should be in contrasting colors to facilitate reading.

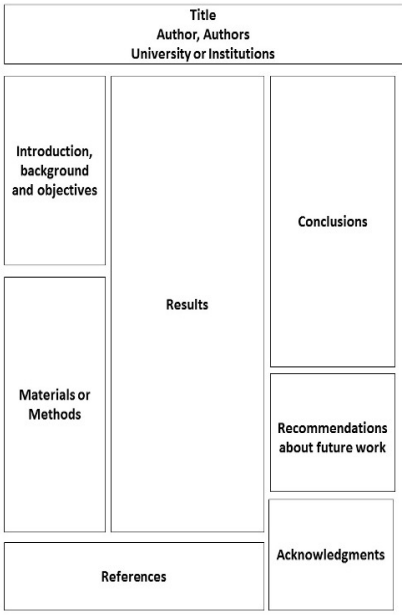
Tuesday, March 14, 2023



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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 that illustrate the main findings. However, do keep other results handy so that you may refer to them when asked. Consider using "**bullet statements**" to make your points short and clear. 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 to 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 are required to send both a PDF and PowerPoint version of their presentation to foroanual.rcm@upr.edu by March 21, 2023. In this email, also indicate the name of the author that will be presenting.**

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 presentation. On the day of their presentation, presenters will check in with the session moderator 15 minutes before the session starts and pick up their name badge.

- **The PDF and PowerPoint file names should include abstract number and presenter's name initials.** For example: Juan Rodríguez Pérez with abstract number 1234, would name the file as follows: **1234_JRP.pdf & 1234_JRP.pptx**
- **In this email: also indicate the name of the author that will be presenting.**
- If you have any issues emailing your file, please message **foroanual.rcm@upr.edu**.

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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 in the event there are any technical problems. Also, focus your content on that which you feel is most important for the audience to take away from your project.

Review: March 2023
Ms. Solymar Solis Báez
Dr. José Colón Sáez
Dr. Luis E. Estremera De Jesús

Tuesday, March 14, 2023