

# NACTA 2009

## Oral Presentation & Poster Presentation Guidelines

### ***Oral Presentations:***

- Create your presentation in **PowerPoint (2007) format**. Save it on a **flash drive** to bring to the conference.
- **PowerPoint presentations must be uploaded on the session computer in the room where you will make your presentation.** Individual presentations then begin with the click of a mouse. Technicians will be available in each room at the following times to upload your presentation:
  - Wednesday, June 17, 9:00am - 11:00am**
  - Thursday, June 18, 7:00am - 7:45am**
  - Friday, June 19, 7:00am - 7:45am**You may upload your presentation as early as you prefer, but obviously no later than the morning of the day of your presentation.
- **Oral presentations are allocated a total of 15 minutes** each, including time for your introduction by the session moderator, and time for questions from the audience. **Plan on making a 10-minute presentation**, to allow time for your introduction beforehand, and questions and discussion afterward.
- Practice your presentation beforehand and time it.
- A "**ready-room**" will be available in room 209 WWCITD for you to ensure that your presentation is compatible with the session computers, and to practice your presentation or add some finishing touches to it.
- No live internet feed will be available in the presentation rooms.
- Each presentation room will have a podium with a microphone and PA system.
- When fielding questions from the audience, please restate questions as necessary prior to making your response.

### ***Poster Presentations:***

- Posters should be no more than **42 inches (107 cm) tall by 48 inches (122 cm) wide**.
- Posters will be affixed to painted **plywood panels**, set on **table-tops**. **Velcro** is recommended for affixing your poster to the plywood panels. Be sure to bring both "sides" of the Velcro. You will stick the "fuzzy" side of the Velcro to the panel. If you prefer, you may use thumb tacks or push pins. Please supply your own Velcro, tacks or pins. A limited supply of these items will be available if you need them. No tape please!
- Posters will be displayed for just the day of your assigned session. Please see the Poster Schedule on the following page for set-up time, take-down time, and the time to be present at your poster.

- Posters should be readable from a distance of 5-6 feet (up to 2 meters). For adequate visibility, capital letters should be at least 3/8 inch (1 cm) high after enlargement to full poster size. Photographs should be a minimum of 5 x 7 inches.
  - Assemble titles, text, illustrations, graphics, tables, etc. on your poster clearly and effectively---avoid presenting too much information and creating visual congestion.
  - Present text in short, concise statements; avoid excessive blocks of text.
- No electrical outlets will be provided in the poster presentation area. Back-lighted photos, sound or projection equipment, and free-standing displays are prohibited.
- You may prepare handouts for distribution at the poster session and place them on your table, along with other items that you would like to display.
- NACTA accepts no responsibility for material left behind, lost, stolen or damaged.

<b>POSTER SESSION #1 - Wednesday, June 17</b>	
Set-up Time	9:00am - 11:00am
Presenters Must be at their Poster	2:30 pm - 3:45pm
Poster Take-down Time	by 7:00pm

<b>POSTER SESSION #2 - Thursday, June 18</b>	
Set-up Time	7:00am - 8:00am
Presenters Must be at their Poster	9:15am - 10:30am
Poster Take-down Time	by host staff; reclaim on 7:00am - 8:00am on Friday

<b>POSTER SESSION #3 - Friday, June 19</b>	
Set-up Time	7:00am - 8:00am
Presenters Must be at their Poster	9:15 - 10:30am
Poster Take-down Time	by 1:00pm

## ***Questions?***

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