GUIDELINES FOR PREPARING YOUR ORAL PRESENTATION

1. **Length of Presentation:**
   - 10 minutes for your oral presentation
   - 5 minutes for questions

2. The name of the electronic copy of your Powerpoint (PPT) presentation should include your oral presentation number (available from Conference Programme) as well as your presentation title.

   For example: O-1 Assessing the impact of the Barbados sugar sweetened beverage tax on grocery store beverage sales

3. **Deadline for Submission:**
   You are kindly asked to email an electronic copy of your PowerPoint (PPT) presentation to conference@carpha.org by 9:00am on Monday 10th June 2019.

   This is necessary to ensure the seamless flow of our conference proceedings, considering the many concurrent sessions scheduled this year.

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GUIDELINES FOR PREPARING YOUR POSTER PRESENTATION

1. **Poster size:** Width = 120 cm; Height = 85 cm *(Landscape Orientation)*

   You will be required to bring your poster to the Conference and will be directed to the poster display area.

2. Leave a border of at least 5 cm all around the poster.

3. At the top left hand corner place your poster number using **BOLD** numerals in an area defined by a square of 10 X 10 cm. The title, author(s) and institution(s), in lettering at least 2.5 cm high, should occupy the rest of the top part of the poster in **Bold Font**. The Title, author(s) and institution(s) constitute the **Header**. Thus the minimum area for the header is 100 x 10 cm. The rest of the poster space should contain the information you wish to communicate using a combination of Text, Tables, Figures and Pictures (minimum resolution of 30 dpi). **There is no need to include your abstract on the poster.** A poster is a visual method for communicating scientific findings. It is different from a manuscript, or an oral presentation. As such Authors should be imaginative bearing in mind that the audience at CARPHA conferences contain a mix of persons with varying professions (Policy and Public Health Practitioners, Social and Natural Scientists, Physicians, and other Health Professionals) as well as students (undergraduates and postgraduates) technical and non-technical persons.
4. Here are some tips from professionals:

- **Consistency**: Decide on a format and stick to it; colours greatly enhance your presentation, but be consistent and sparing in the number of colours.

- **Clarity**: Your poster should not be confusing. Can you look at it and immediately know where to begin reading? Can you read comfortably? Do you quickly know what the research is about? Do you know whom it’s from? Are the findings clear, obvious and foremost?

- **Emphasis**: In each section put important ideas first. Most designers agree that a page has 4 regions of importance. Top left (where your abstract is located) is the most important and first to be read. Bottom right is least important and last to be read. If you need to say more than a single title permits, use a subtitle.

- **Unity**: Keep text together and harmonized with your graphics [Tables and figures]. Text itself is a graphic element, and scattering it all over the poster is confusing - the eye doesn’t know where to go. Eye movement should be down the columns or along the rows.

- **White space**: Learn to love white space, the space on the poster where nothing appears. It’s an important part of any design. Make white space work by including it in the design.

- **Balance**: Surprisingly, a carefully imbalanced poster can be more interesting than a perfectly balanced one. Vary the size of your tables and graphs/figurers, depending on their relative importance.

- **Proportion**: Be sure that the elements (title, subtitle, text, illustrations, etc) are proportioned appropriately.

- **Drama**: You can achieve a sense of drama if one visual element dominates the poster. It may be a graphic, a headline or a block of text.

- **Experimentation**: Planning is essential, and consistency is necessary, but build in some flexibility, experiment with different layouts. Have fun with it!

5. There are several websites and articles that may be consulted for tips and guidelines for the preparation of posters for academic conferences for example:
