

# Presenter Guidelines and Info

Whether you are presenting a panel, formal paper, a round table, or a poster, we thank you for contributing to WAPOR's 72nd Annual Conference. If, at any time, you have any questions, please direct them to Renae Reis ([renae@wapor.org](mailto:renae@wapor.org)). We look forward to seeing you in Toronto!!

## **Paper Presentations Guidelines**

To upload your presentation for inclusion in the online program, and for simple access at the conference:

1. Go to <https://access.wapor.org>
2. Login/create an account with the email address of the first author
3. Click on 'Upload paper for WAPOR 2019'
4. Select the paper from the dropdown list
5. Click on 'Add File(s)' and attach the presentation
6. Click on 'Submit Presentation'
7. Your presentation will appear here: <https://access.wapor.org/programme2019.php>

If you have any problems with uploading your presentation, please feel free to send it directly to me at [renae@wapor.org](mailto:renae@wapor.org) and I will take care of uploading it for you.

As you prepare for your session, please keep in mind that:

- Authors in five-paper sessions should plan to deliver their research in 12 minutes;
- Authors in four-paper sessions should plan for no more than 15 minutes; and
- Authors in three-paper sessions should be capped at 20 minutes.

Discussion to follow with the remaining time. We ask that all presenters adhere to these time limits, and to ensure smooth logistics, that they arrive 10-15 minutes prior to their session so they can load their presentation onto the laptop provided. For this we can suggest a flash drive, online file storage, or sending your presentation to yourself in an email. Alternatively, you can upload your presentation according to the steps above.

## **Poster Presentation Guidelines**

Plan on setting up early – the poster boards will be available beginning at 9:00am on Sunday, May 19, before the start of the poster session. The poster sessions will be located in Mountbatten Lane at the Hotel Chelsea Toronto.

- WAPOR will supply the poster board for displaying your poster presentation
- Board: Foam Core
- Board Format: Can be oriented either landscape (horizontal) or portrait (vertical)
- Usable Board Dimensions: 24 inches by 36 inches
- No tables, electronics, or audiovisual equipment are allowed in the poster viewing area.
- Push-pins and hook-and-loop type fasteners (such as VELCRO®) will be allowed to hang your poster. You will need to supply your own fasteners to hang your poster.

Poster sessions run from **12:35-2:00pm** on **Sunday, May 19**. Authors are required to stand by their posters during the entire session. Be prepared to give a brief summary of your research and to answer any questions from visitors.

The preferred method of presenting a poster is to provide the information on a single, integrated poster-size sheet containing brief highlights of each of the following:

1. Title of presentation, author(s), and affiliation(s)
2. Statement of problem/hypotheses
3. Explanation of design and methodology
4. Results
5. Conclusions, recommendations or implications

Although poster sessions may give you time to discuss your project at length, most attendees will be attempting to get an overview of multiple posters being presented in the session. It is best to prepare a quick (1-2 minute) oral summary of the paper for those who have limited time. Having hard copies of your paper or a "fact sheet" from the poster for interested visitors is highly recommended.

**Best practices for poster design include the following tips:**

- Avoid presenting tables with many cells.
- Present a small number of important facts on any single sheet.
- Use large type (font) for your displays and avoid using handwritten material.
- Identify the 3 most important ideas you want to convey and concentrate on those.
- Do not post individual PowerPoint pages as your poster display

To get more advice on how to design an effective poster presentation, visit this site:

<http://people.eku.edu/ritchisong/posterpres.html>

Please let us know if you have any questions. Contact [Renaewapor@wapor.org](mailto:Renaewapor@wapor.org).