



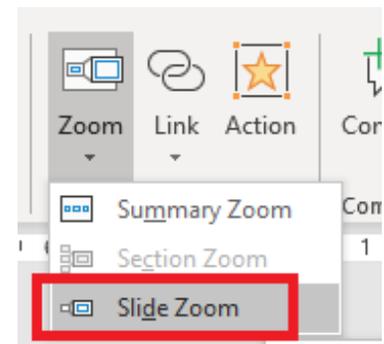
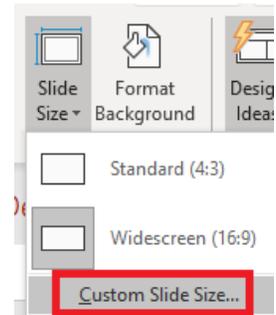
CAOT E-poster guidelines

A poster is a graphic presentation of your research. Posters at the CAOT Conference will be presented in electronic format. They will be displayed on large monitors run off laptops.

Poster presenters will need to stand by their poster monitors and be prepared to answer questions from attendees in a one-on-one format. While you do not need to give a formal presentation, typically a 5-10 minute presentation is given to encourage questions.

E-poster information

- The easiest format to create your poster in is PowerPoint.
- When you create your slide, the size should be 40.96 inches by 23.04 inches (104.04 cm by 58.52). Presentation slides should be set to this size, which is a 16:9 ratio.
- You can set your size under the Design tab, then slide size and then custom slide size.
- You can enrich your poster by embedding a video. We recommend that it would only be 30 seconds in length and that you use only one video in your poster. The video format should be avi, .mp4, .mov or .mpeg. It is not recommended to link to a video as the conference Wi-fi is being shared by all delegates and may not be reliable enough to play videos.
- Print posters limited the amount of content printed on a poster. E-posters allow you to use more than one slide to expand on your content.
- The most effective way of using more than one slide is to use multiple slides and the slide zoom function.
 - Leave your first slide blank.
 - Then create a slide for each section of your presentation: introduction, objectives, method, results, practice implications, conclusions, etc.
 - Once you have your slides complete, go back to the first page. Under the Insert tab, choose zoom and then slide zoom. This will present you with the different slides you have created.
 - Check them to add them to the first page. Arrange them in the order you would like them to appear.
 - Once you start the slide show, your first page appears. Click the image to zoom into that slide. Click again to get you to the next slide. Or click the return button at the bottom to get you back to the first page.
- You can include hyperlinks within your presentation. However, as previously mentioned, Wi-fi is shared by all delegates. This may decrease the Wi-fi speed.
- The laptops connected to the monitors have the most updated version of Office, Skype for Business and Adobe Acrobat. If you have a different format contact conference@caot.ca Monitors can provide sound if required.



General Guidelines

- Posters should be well laid-out, professional and visually appealing, with a balance of text, graphics (charts, pictures, diagrams) and neutral space. To assist you, it is a good idea to look at other examples of e-posters like those found here:
<https://www.eposters.net/posters/>
- Choose a simple backdrop with a colour scheme that is visually appealing and easy to read. Consider using a white background with black font for poster sections with text.
- Use a minimum of 2 cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.
- Use a non-serif or almost non-serif font (i.e., Arial, Comic Sans, Berlin Sans, Tahoma) to increase the poster's readability.
- Summarize key points and avoid packing too much information into each section.
- Avoid cluttering your poster with too much detail. Avoid lengthy paragraphs and try to keep bullets brief.
- Ensure that your poster is legible from a distance. Use a large font size (see suggestions below) on light-coloured background and use uppercase and lowercase letters.

Suggested font sizes:

Title: 85 - 210 point

Author names: 56 point

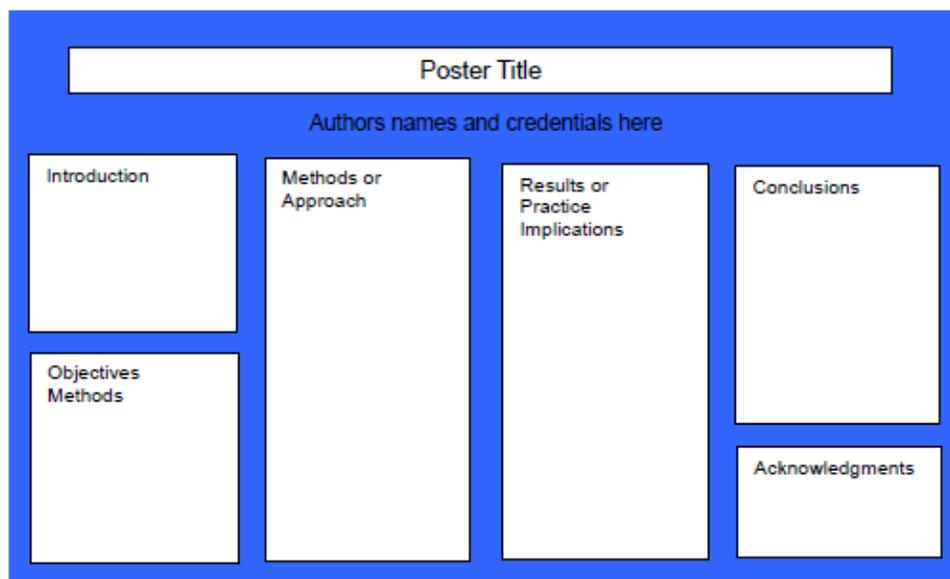
Headings: 36 point

Paragraphs: 24 point

Captions: 18 point

- Arrange the content of your poster in a left-to-right order, and, if using columns, arrange them so that they may be read from top to bottom. Be sure to define sections clearly by making headings larger than regular text and/or using coloured backgrounds to delineate sections.

Example of a simple Poster Layout



Poster Content

The poster content should reflect the content of your abstract and you can use the abstract headings (introduction, objectives, methods or approach, results or practice implications, conclusions) as a basic template. Consider what information is most appropriately summarized on the poster and what can be translated into tables, figures, charts or diagrams.

Title and Author Names

Use the title of your accepted abstract. This should be a label (not a sentence). Place author names under the title, including the appropriate credentials after the names. Include the sponsoring institution or worksite under the presenters' names, if applicable. Centre both the title and the names at the top of the poster.

Abstract

Some presenters include their abstract on their poster to provide a brief and concise overview of the research.

Introduction or Rationale

The introduction should include relevant background information to situate the research and define significant terms, concepts, or theories. It may also include the rationale or motivating circumstances that gave rise to the project. This is also an appropriate space to succinctly summarize a literature review.

Objectives

The objectives of your study or project can be bulleted in this section. In some cases, research questions that guided the study can be reformulated into objectives.

Methods or Approach

This section includes the study design, participants, instrument(s), and procedures for recruitment, data collection and data analysis.

Results or Practice Implications

This section should comprise the majority of the poster. Although often one of the shorter portions of a written paper, it is the major portion of a well-designed poster. Include your main findings; report factual data in enough detail to support conclusions drawn. Factual data should be followed by tables and figures. Tables and/or figures will have greater visual appeal if they are in colour. Be sure and label or title each table or figure or note explanation at the bottom of the table or figure.

Conclusions

Relate results with research questions in this section. Include interpretations of the results, a comparison with literature reviews, and summary of findings and implications. Identify future lines of inquiries or research.

Acknowledgments

Acknowledge any sponsoring institutions, funding bodies, or supports that contributed to the research project and/or poster presentation.

Uploading up your poster

- If you created a PowerPoint presentation and have a video embedded or are slide linking your poster has to be saved in the .pptx format.
 - If you don't have a video included or are slide linking, your poster can be submitted as a PDF.
 - **A note to Apple Mac users:** The PowerPoint file must have the .ppt or .pptx suffix to be accepted.
 - While we are not setting a maximum poster size to upload, it is recommended as a maximum size around 40mb for a PDF and 100mb for a PowerPoint.
 - You will be able to upload your poster presentation beginning May 1st.
1. [Login to your profile](#) on the CAOT website. If you do not have a profile, you can [create one](#).
 2. Under the section CAOT Conference 2019 Submit your poster, choose 'Upload a poster'.
 3. Then  to upload your poster.
 4. You will need to provide the following information:
 - Title
 - Session ID (ex. T1, F1, S1)
 - Day
 - Time
 - Author(s) (name(s) only, no credentials or employers)
 - Keywords
 - Description
 5. Then save.
- If you want to update your poster. You can go to the same place and instead 'Add new', you find the poster in your list of posters and hit the pencil button. This allows you to upload a new poster or update the information you have provided.

Posters not being uploaded

- It is recommended to upload your poster so that conference delegates can view them in advance to encourage them to attend your poster defense.
- However, if you are not comfortable with uploading your poster, you can bring your poster on a USB.
- If you bring it on a USB, it is highly recommended that you try it on one of the laptops/monitors in advance. Poster monitors will be available starting at 7:30 am.

Presenting your poster

Poster presentations typically involve a presentation of the poster contents to a group of people gathered in front of the poster. Poster presentations can be more intimate than a paper or extended discussion presentation and offer more of an opportunity for dialogue between the presenter(s) and the audience. Consequently, presenting a poster can be more informal than a podium presentation.

The content of your presentation should be structured and clear and flow logically from beginning to end. There are a few basic principles that guide opening a presentation. First, welcome your audience and ensure everyone has a handout (if you are using one) and can see and hear you. If you feel comfortable, encourage participants to ask questions as you proceed through an overview of the poster.

Stand to one side of the section of the poster you are presenting so that the participants can read the poster as you speak. Ask the audience questions regarding their practice areas, research interest, or interest in your poster to spark discussion.

At the end of the presentation, thank the audience for their attendance and participation.