



CAOT • ACE

Canadian Association of Occupational Therapists
Association canadienne des ergothérapeutes

CAOT CONFERENCE

PRESENTERS

HANDBOOK:

POSTER PRESENTATIONS

HANDBOOK INTRODUCTION

This handbook has been prepared to help you develop and present a successful presentation at the Canadian Association of Occupational Therapists (CAOT) Conference. The contents should assist you in the following ways:

- Orientation to conference resources, staff and volunteers, and on-site set-up
- How to prepare your eposter
- Information so that you can critically reflect on how you can engage in an environment that is culturally safer, anti-racist, anti-ableist and inclusive (ACOTRO et al., 2021).
- Tips on how to provide conference participants with a positive, practical, educational experience.

Conference resources

Visit www.caot.ca/conference for information on the CAOT conference, including registration fees and the full conference program (available February 1st). Registration is not required if you plan on attending just your session. Contact conference@caot.ca for details.

At the conference, a number of resources will be available to presenters, including a speaker ready room and conference volunteers. You will be emailed the location of the speaker-ready room where presenters can prepare prior to their sessions. The room will have standard the same laptop that is connected to the eposter monitors.

Presenters will have 10 minutes between sessions to set up their presentation on the laptop for the eposter monitor. Time is limited, please consider the presenter following you and wrap up your session in a timely manner to allow them to set up in the break.

Conference volunteers

Conference volunteers will be available to assist you during your session. There is one volunteer in the eposter area. If you have technical difficulties, they can assist you. There is Wi-Fi in the area but consider that this wi-fi is shared by all delegates which may slow down any streaming you might want to include in your poster.

PREPARATION AND REFLECTION

Preparation

A poster is a graphic presentation of your abstract. Posters at the CAOT conference will be presented in electronic format. They will be displayed on large monitors that run off laptops in a large room with other posters.

Your presentation should describe the content of your accepted abstract. Review the abstract and reflect on how you can convey the information to your audience.

Reflection

As you start to put together your preparation, we would invite you to critically reflect on how you can engage in an environment that is culturally safer, anti-racist, anti-ableist, and inclusive ([ACOTRO et al., 2021](#)). In order to reflect on your own perspectives, experiences, and intersectionality, consider reviewing the reflective questions from COTO ([2022a](#), [2022b](#)) and the [multiple resources](#). Your critical reflections are an important step in reviewing your presentation and prompting actions to mitigate inequities and injustices.

Here are some examples:

- Consider sharing a positionality statement at the beginning of your presentation.
- Review your planned presentation for biases, stereotypes and cultural sensitivities.
- When your presentation discusses lived experiences and/or includes an equity-deserving community, consider a co-creation including:
 - Involving co-presenter
 - Involving the community in reviewing the content
 - Incorporating video clips
 - Incorporating quotes
- Ensure when discussing people with lived experience to use person-first or identify-first language that respects the person or the community's preference.

Here is [a list of resources](#) to assist you with your reflection. If you know of any other resources that could be added to this list, please email them to conference@caot.ca.

EPOSTER CONTENT

The eposter 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.

Use the **title** of your accepted abstract. 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. Some presenters include their **abstract** on their poster to provide a brief and concise overview of the research.

Introduction or rationale 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.

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

Results or practice implications section comprises the majority of a well-designed eposter. 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.

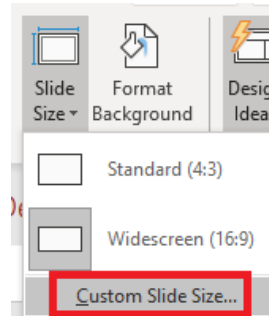
Conclusions and related results with research questions in this section. Include interpretations of the results, a comparison with literature reviews, and summary of findings and practice implications. Identify future lines of inquiries or research.

Acknowledgments

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

DEVELOPING YOUR EPOSTER

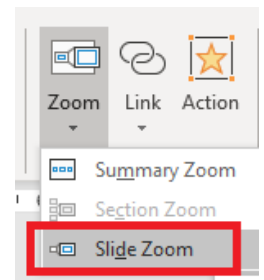
The easiest format to create your eposter in is PowerPoint. When you create your slide, the size should be 40.96 inches by 23.04 inches (104.04 cm by 58.52). Presentation slides should be set to this size, which is a 16:9 ratio. You can set your size under the Design tab, then slide size and then custom slide size.



You can enrich your eposter by embedding a video. We recommend that it is only 30 seconds in length and that you use only one video in your eposter. 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 attendees and may not be reliable enough to play videos.**

While print posters limited the amount of content you can print, an eposter allows you to use more than one slide to expand on your content. However, **the first slide must be your entire poster, in poster format! You can find a simple sample on the [conference resource page](#).**

The most effective way of using more than one slide is to use multiple slides and the slide 'Powerpoint zoom function'(not available on all versions of Powerpoint).



- 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, 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.

DEVELOPING YOUR EPOSTER

You can include hyperlinks within your presentation. However, as previously mentioned, Wi-Fi is shared by all attendees. This may decrease the Wi-Fi speed.

The laptops connected to the monitors have the most updated (PC & MAC) versions of Office, Skype for Business and Adobe Acrobat. If you have a different format contact conference@caot.ca Monitors can provide sound, if required.

Eposters 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 eposters 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. Contrasting background and font colours can make it easier to read, and slides should appear professional. Do a colour contrast check to ensure it [accessible complaint](#). You should be looking for Yes in the results box.

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 sans serif font types such as Calibri, Helvetica and Arial. Never use font types like 'Times New Roman' because people with low vision have difficulty with reading text in font types with serifs. Also, avoid using italics for the same reason.

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: 85-150 point

Author names: 56 point

Headings: 36 + point

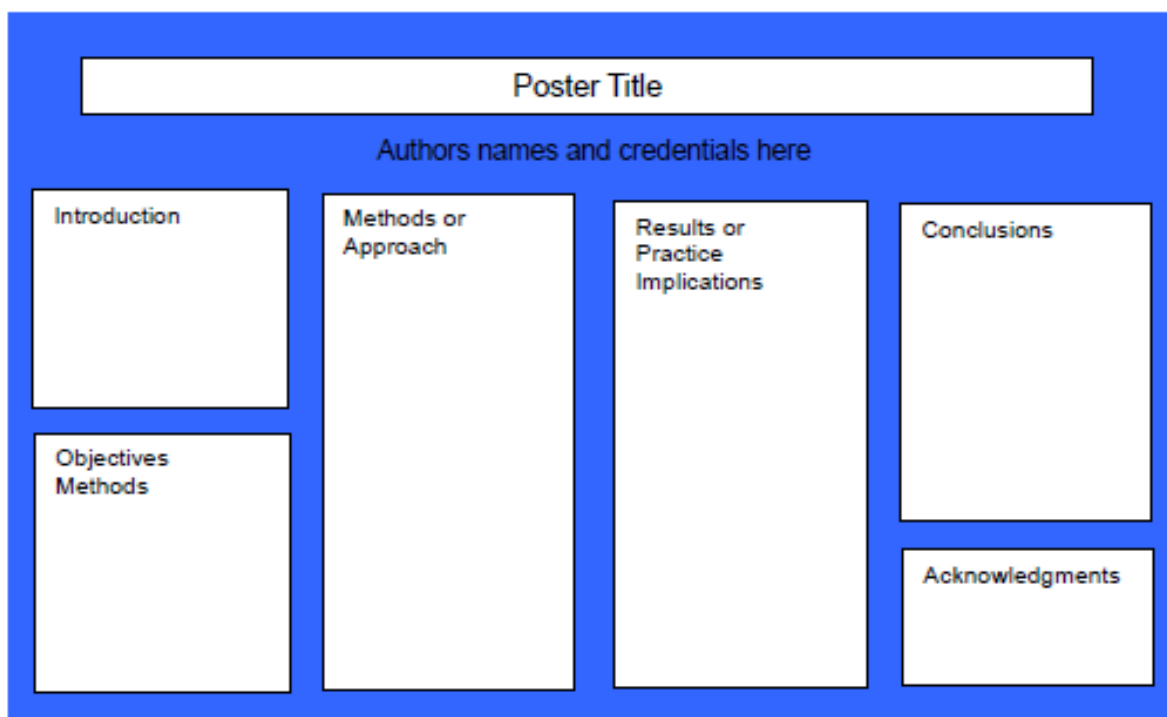
Paragraphs: 32 + point

DEVELOPING YOUR EPOSTER

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 eposter layout:



Now that you have completed your eposter, you can record the presentation for the conference platform (virtual attendees). You can record it through Zoom or Teams. You can also book a time with CAOT to record it. Contact conference@caot.ca to book a time.

You are required to submit the recording (while the live presentation is 25 minutes which includes questions-your recording may only be 15 minutes without questions), or Powerpoint/PDF of your presentation two weeks before conference. In-person, you will present your presentation live.

TIMING & AT THE CONFERENCE

Timing of your eposter

Presenters will need to stand by their eposter monitors and be prepared to answer questions from attendees in a one-on-one format. Poster presentations are allotted 25 minutes, including time for questions. Although there is no required timeline to follow, many presenters present for 5-10 minutes and then allow time for questions. Depending on the number of questions, you may actually be able to present twice as delegates move from poster to poster. It is your responsibility to stay within your allotted time. Consider what you could omit if you were over your time allotment and what you could extend if you had extra time. Remember you should include time for questions and discussion.

The average person speaks at somewhere between 125 and 150 words per minute. Therefore, for every 10 minutes, you want a total word count of about 1250 words.

The content of your presentation should be structured and clear and flow logically from beginning to end. Practice your presentation from start to finish at least once and preferably before a colleague who can provide

you with feedback. Check that your presentation stays within the allotted time, is clear, understandable, and any multimedia or handouts you use are complementary to the presentation to build your confidence and improve your performance.

At the conference

There are a few basic principles that guide opening a presentation. Stand to one side of the section of the poster you are presenting so that the participants can read the eposter as you speak.

First, **welcome your audience** and ensure everyone can see and hear you. You are welcome to acknowledge the fact that you are presenting your presentation on. If you feel comfortable, encourage participants to ask questions as you proceed through an overview of the poster.

Your audience is interested in your topic and genuinely wants to hear what you have to say. Please **speak clearly, loudly** and at an understandable pace. Convey enthusiasm and interest for your topic by modulating your voice, pausing for emphasis and expressing emotion where warranted.

QUESTIONS & ANSWERS

Try to relax. Many presenters are nervous presenting before a group. There are several strategies that presenters use to stay focused and calm. For example, try focusing on one or two responsive members of the audience. Remind yourself to take a deep breath before you begin each section.

Make eye contact with your audience and remember to shift your gaze between the audience, your presentation materials, and any multimedia you may chose to use. Try to use a relaxed posture and consider your body language during the presentation.

Incorporate questions or invite comments during portions of your presentation to encourage interaction with your audience. Ask the audience questions regarding their practice areas, research interest, or interest in your eposter to spark discussion.

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

Questions and answers invite audience-generated questions related to their understanding of your presentation.

There are many different ways to use questions throughout your presentation:

- At the beginning of the presentation, ask the group what they hope to learn from the session.
- At the beginning of the presentation, survey the audience to learn more about their clinical background, level of experience with an assessment or intervention, or why they are interested in your topic.
- Invite the audience to ask questions throughout the session or to hold them until the end of the session.
- Pose a question that challenges the audience to think critically at any time in your presentation.
- Invite feedback on the evidence you are presenting or the potential impact of the data.

Before you finish your presentation, take a moment to summarize its' message.

Don't forget to thank the audience for attending and participating.

EPOSTER PRESENTATION CHECKLIST

Before the conference

Read through the CAOT Poster Presenter's Handbook.

- ☐ Design an e-poster, using directions provided in the presenter's handbook.
- ☐ Prepare handouts (optional). For handouts, consider using a sans serif font like Arial or Tahoma- 14 point, for those with low vision.
- ☐ Collect feedback from a peer or colleague on your poster/handouts. Make any appropriate changes for clarity, consistency or readability.
- ☐ Upload your poster as instructed by CAOT two weeks prior to conference.
- ☐ **Put your poster on a USB.**

At the conference

- ☐ Familiarize yourself with the conference site layout and identify conference volunteers.
- ☐ Locate the poster monitor that you have been assigned to ensure you know the exact location.
- ☐ Locate the speaker ready room and check what folder your presentation is located in, on the laptop. Ensure a) it is there and b) you know where to find it during your presentation.
- ☐ Come to your presentation session 5-10 minutes early to access the laptop for your e-poster, as soon as the presentation before finishes.

After the conference

- ☐ Follow up with any comments or requests from participants who attended your session or would like more information on your session.