Preparing your presentation for AIDS 2014: How to create a presentation and a scientific poster

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by

Filipa Marques, Programme Officer, IAS

Sébastien Morin, PhD, IAS-ILF Research Officer, IAS
Getting ready for your presentation at AIDS 2014

1. Welcome and overview
2. Logistical information
3. Presentation style guide
4. Structure of a presentation
5. Questions and answers
AIDS 2014 Programme

- Bridging sessions
- Symposia sessions
- Regional sessions
- Plenary sessions
- Special sessions
- Oral abstract sessions
- Professional development workshops
- Poster discussion sessions
- Global Village sessions and workshops
- Satellite sessions
2. Logistical information – Before the conference

Information about your presentation
• Speaking time
• Scope
• Appropriate number of slides (if any)
• Session line-up (i.e., order, panel discussion, special circumstances)
• Management of Q&A

Conflict of Interest
• Authors/presenters are responsible for disclosing all potential or actual conflicts of interest due to financial or personal relationships that might be perceived to cause bias.
• Please include a slide at the beginning of your presentation containing a brief summary of your conflict(s) of interest.
2. Logistical information – Before the conference

Technical Requirements
• The AIDS 2014 computers will run MS PowerPoint 2010. Only MS PowerPoint (*.ppt or *.pptx) presentations with video formats will be accepted.
• Technical requirements, practical guidelines and a PowerPoint template are available on the conference website, here.

Movies and video files
• If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files to the Speaker Centre.
• Please note that Prezi is not supported. Further information: programme@aids2014.org

Macintosh Computer
• Keynote (*.key) presentations are not accepted. Even if you have transferred your presentation to a Windows format, you must check your presentation in the Speaker Centre.
2. Logistical information – at the Conference

Speaker Centre:

• Located on Level 2:
  Saturday 19 July  14:00 – 18:30
  Sunday – Thursday 20 July- 24 July 08:00 – 18:30
  Friday 25 July 08:00 – 16:00

• Check-in at least **four hours before** the start of the session:
• Upload presentation(s)
• Check the consent for publication
• Save presentation on USB-key or CD/DVD

**IMPORTANT:**

*Check-in at the Speaker Centre is mandatory for all speakers*
2. Logistical information – The Conference Online

**Goal:**
Provide virtual access to the conference for individuals unable to participate in person

- Record information presented at the conference
- Obtain speaker consent to publish presentation material online
- Publish presentation slides (and recording when available) so the public can stream or download the materials free of charge
AIDS 2014 Programme

Poster exhibition

Bridging sessions

Symposia sessions

Regional sessions

Plenary sessions

Special sessions

Oral abstract sessions

Professional development workshops

Poster discussion sessions

Global Village sessions and workshops

Satellite sessions
2. Logistical information – Poster Exhibition

- Located on the Ground Level within the Exhibition. Open from Monday to Thursday (21-24 July), from 10:00 – 18:30.
- Information about schedule for mounting and removing posters is available on the conference website, here.
- Each poster is displayed for one day.
- Authors stand by their posters, answer questions and provide further information between 12:30 and 14:30 on their day of presentation.
- Poster exhibitors are not requested to check-in at the Speaker Centre.

**IMPORTANT:**

*Late breaker posters are displayed for the entire duration of the conference*
3. Presentation style guide: oral presentation

Organize/communicate complex info clearly/concisely

• Slide layout
  – Layout should be simple and uncluttered
  – Do not extend your text area to the very edges of the slide

• Colours
  – Ensure the text colour has a good contrast with the background and
doesn’t distract your audience

• Text and font size
  – Organize your thoughts: one thought per slide, breaking your
presentation into concise elements that will fit into a few lines on one
slide
  – Avoid too many lines of text on each slide
  – Use font size 24-36 pts

• Animations and transitions
  – If you want to use them, keep them simple!

Guidelines and templates available on the AIDS 2014 website
3. Presentation style guide: poster presentation

Main characteristics:

• A poster gives a brief visual summary of a research study
• Presenting the message with visuals
• Find the right balance between text and visuals/graphs
• Clean layout that can be read in a few minutes from 1.5 m away, main headings should be readable from further away
• Adobe InDesign and Microsoft PowerPoint are recommended tools to create your poster

**IMPORTANT:**

*Posters should be laid out in landscape style. The poster board is 120 cm high and 180 cm wide.*

Guidelines and templates available on the [AIDS 2014 website](http://www.aids2014.org)
Need more information?
All presentation guidelines and AIDS 2014 templates are available on the conference website:

Questions?
For any questions regarding the AIDS 2014 programme, please contact: programme@aids2014.org
4. Structure of a presentation

- Title
- Authors and affiliations
- Introduction / Background
- Methods / Description
- Results / Lessons learned
- Conclusions / Next steps
- Acknowledgments
- References

Simplicity!
4. Structure of a presentation

Oral presentation

• One idea per slide / One slide per minute (10 minutes = 10 slides)
• Title, authors and affiliations: 1 slide
• Introduction / Background: 1 or a few slides
• Methods / Description: 1 or a few slides
• Results / Lessons learned: 1 or a few slides
• Conclusions / Next steps: 1-2 slides
• Acknowledgments: 1 slide (the last one)
• References: Where appropriate (on every slide where it is needed)
• Additional slides: Backup for expected questions
4. Structure of a presentation

Poster presentation

- All parts in a single “slide”
- Not too much text
- Poster alone enough to explain study
- Print and distribute hand-outs

Template available on the AIDS 2014 Website
4. Structure of a presentation

Title, authors and affiliations

• Use a title that is short and comprehensible to a broad audience
• Use a title that is appealing (especially for posters)
• Use a title that either poses a decisive question, defines the scope of the study, or hints at a new finding
• List authors in the proper order (first author first, supervisor last)
  – If the presenting author is not the first author, underline the presenting author’s name
• Include affiliations for all authors
4. Structure of a presentation

Introduction / Background

• Give the necessary background information for the audience to understand your presentation

• Mention the general context (available data before your study)

• Mention the specific situation which justifies your study and its objectives (i.e. why the work was undertaken)

• Use simple graphics to help the audience follow your thoughts

• Consider already stating the take home message (in a simplified way)
4. Structure of a presentation

Methods / Description

• Present the different methods used with enough details for the audience to understand the key concept (and what the results can/will mean)

• Only present what is necessary to understand the results presented

• Use simple graphics to help the audience understand the methods

• Cite more detailed documents for the interested audience
4. Structure of a presentation

Results / Lessons learned

- Present results in a way that makes sense to understand the conclusions (not necessarily in chronological order)
- Use simple graphics to help the audience understand the concept
- Either present the results alone (without extrapolating their significance), or present and discuss the results at the same time
4. Structure of a presentation

Conclusions / Next steps

- Summarize the key findings
- Discuss their significance together
- Highlight the minimum number of conclusions (keep it simple: one or a few “take home” messages)
- Use simple graphics to help the audience understand and remember the conclusion
- Highlight possible contradictions or flaws
- Say a few words about the way forward (next steps)
4. Structure of a presentation

Acknowledgments

• People involved in the project
• Organizations / Affiliations + logos
• Funding sources + logos
4. Structure of a presentation

Ten Simple Rules for Making Good Oral Presentations
PLOS Computational Biology, April 2007, DOI: 10.1371/journal.pcbi.0030077

Rule 1: Talk to the audience
Rule 2: Less is more
Rule 3: Only talk when you have something to say
Rule 4: Make the take-home message persistent
Rule 5: Be logical
Rule 6: Treat the floor as a stage
Rule 7: Practice and time your presentation
Rule 8: Use visuals sparingly but effectively
Rule 9: Review audio and/or video of your presentations
Rule 10: Provide appropriate acknowledgments
4. Structure of a presentation

Ten Simple Rules for a Good Poster Presentation

PLOS Computational Biology, May 2007, DOI: 10.1371/journal.pcbi.0030102

Rule 1: Define the purpose
Rule 2: Sell your work in ten seconds
Rule 3: The title is important
Rule 4: Poster acceptance means nothing
Rule 5: Most rules for writing a good paper apply to posters
Rule 6: Good posters have unique features
Rule 7: Layout and format are critical
Rule 8: Content is important, but keep it concise
Rule 9: Posters should have your personality
Rule 10: Impact of poster happens during and after presentation
Questions?
Title: Navigating the conference

Description: share with you some tips on surviving the conference and to give you the very last updates to better prepare your attendance to the conference

Date and time: 10 July 2014, 7am GMT

Registration: IAS Webinar: Navigating the conference