Guidelines for Virtual Poster Presentations

Research presentations will be available to view on the Clinical Research Center's website for the full week of the Research Expo. For assistance in preparing your presentation, please contact the Clinical Research Center at clinicalresearchcenter@northernlight.org. T**he deadline for submitting presentations is May 1, 2023,** and will not be accepted after this date. If you need to cancel after submission, you must withdraw your presentation by notifying CRC staff via the CRC general email address mentioned above.

General guidelines

- IRB status must be provided for each presentation. For PowerPoint (PPT) presentations it can appear on either the first or last slide.
- IRB # must be included for all projects that require IRB review, or are IRB exempt. Quality Improvement (QI) projects do not require IRB review; however, please include a brief statement that your project is QI and IRB is not required.
- Sponsored projects must include the name of the funder on the first or last slide of PP presentations.
- Submit the posters for review by CRC staff: https://survey.emhs.org/TakeSurvey.aspx?SurveyID=2022EXPOPPT

Guidelines for one-page PDF standard poster presentations

- The poster should be streamlined, with text that is large enough to be easily read by the viewer.
- Please upload your presentation as a PDF if it does not include a voice over.
- A PDF with voice over is recommended, with the speaker (presenter) zooming in to the section being discussed.

Guidelines for PPT presentations

- Voice over/narration is optional and encouraged. Review the link to insert audio into your presentation: https://support.microsoft.com/en-us/office/video-add-and-record-audio-eeac1757-5f20-4379-95f2-0d0cd151d5b8
- Submission: Please upload your presentation as a WMV or MOV file if it includes a voiceover or PDF if it does not include a voiceover. Make sure you click the "Upload" button after selecting your file. Wait until the message confirming the upload appears before you submit the survey.
  - Click here for instructions on converting PPT with voiceover to WMV (for Windows). For a smaller file size, select "Standard (480p)" quality.
  - Click here for instructions on converting PPTX with voiceover to MOV (for Mac). For a smaller file size, select "Low Quality"
  - Click here for instructions on converting PPT to PDF. For a smaller PDF file size, select "minimum size".

Things to know about Pre-recorded Presentation

- Your presentation should be no more than 4-5 minutes long if a video or no more than 7slides, in 16:9 format (wide screen).
- If you are associated with Northern Light Health, we **require** that you design and arrange slides for your presentation using the attached template.
- You can adjust the color scheme and setup as necessary to accommodate your own needs for graphs and pictures.
- Always use a contrasting background (white text on dark background or dark text on a light background).
- Use sans serif fonts such as Calibri or Arial.
- For consistency, make all the headers the same size, and use the same font size throughout the presentation for all body text.
- Use less text, shorter sentences, bullet points and graphics when possible.
- Don't forget your References section.