**POSTER PRESENTATIONS GUIDELINES**

**Use the following guidelines to help you prepare for your poster presentation:**

1. **Focusing your presentation**
* generate ideas on the assigned topic
* narrow the focus by selecting a single aspect
* decide what you want to say – try to summarise it in one sentence, e.g.*In this presentation I want to argue that we should colonise Venus before Mars.*
1. **Research**
* search for relevant sources to build up sufficient information on your selected aspect
* try to find at least one book-based source
* use other sources – search for reliable information
1. **Preparation and visuals**
* find relevant graphics and visuals to support your content
* work on your visuals – avoid too many fancy fonts or effects
* decide on the balance of spoken vs visual input
1. **Selecting and organising your material**
* organise your material around two or three main points
* as with an essay, make sure your poster presentation has a clear beginning, main body, and end. If appropriate, start your presentation with a story or interesting fact
* build in signalling language to let your audience know where you are going, e.g. *In my presentation I´m going to discuss the following points…; Now I´m going to move on to tell you…; This chart shows…; Let me put it in other words…; To conclude, I´d like to highlight…*
1. **Working out how to deliver your presentation**
* plan some variety in your presentation (e.g. spoken vs visual input)
* decide on your presentation style (e.g. speaking from memory, using notes or visuals as prompts)
* practise your presentation to feel more confident and to see if your timing is right