

# Quality Improvement Summit

15-17 October 2014

Johannesburg, South Africa



## TIPS ON POSTERS AND PRESENTATIONS

### POSTERS

#### BASICS

- People most often survey posters — interested people then read them. Have enough information for both kinds of viewers.
- A poster should be legible from about one meter, and attract interest from about five meters.
- When talking about your poster, have ready a 1-sentence introduction and a 2-5 minute description of your poster. It may be helpful to type up a “script” to organize your thoughts.
- Posters are visual! Use color, size, and layout to provide direction and emphasis.
- The best posters are self-explanatory. Use pictures and graphs to enhance your message.

#### DETAILS (the nitty gritty)

- For best viewing and reading, make fonts around size 40, titles around size 70 or more.
- Edit critically for spelling and for length. Fewer than 800 words is best.
- Use high-quality images: when expanded to poster size they will lose some quality. Zoom in to 400% to get a sense of what your image will look like when printed.
- Be wary of background color: colors will appear darker on your poster than they do on your computer. Also, make sure there is good contrast between text and background.

(quick tips adapted from the [University of Vermont](#) and [Edinburgh Napier University](#))

#### RESOURCES FOR MORE ON GREAT POSTERS:

Poster Design Step by Step - (Plan, Design, Review & Print): <http://www.nuigalway.ie/remedi/poster/index.html>

Posters! Colin Purrington's excellent advice site: <http://colinpurrington.com/tips/academic/posterdesign>

## PODIUM PRESENTATIONS

### SLIDES

For QI presentations a helpful structure for the slides is:

1. Where did the intervention take place?
2. What was the problem?
3. What was the aim?
4. What change did you test to address the problem?
5. How was it implemented?
6. Results
7. What did you learn? and where to from here....

### BASICS

- Be clear about your purpose. Who is your audience and what do they need to know? What is your takeaway message?
- **One minute per slide! 8 minutes = 8 slides.**
- Prepare thoroughly, edit tightly, structure logically & clearly and illustrate appropriately. (Try your presentation out on someone who doesn't know the topic - if they understand, great!)
- Demonstrate your results visually (graphs of data, photos of team in action, etc).
  
- Anticipate likely questions so that you can be prepared with answers. Prepare a few slides with data or information for answers.
- Connect with your audience. Show your interest in the topic. People are here to be INSPIRED, not tired.
- Keep to time. Aim to begin well and end well. (Practise your presentation!)
- Relax - if you know your subject, prepare carefully and practise, the rest should come naturally!

(quick tips adapted from [Edinburgh Napier University](#))

### RESOURCES FOR MORE ON GREAT PRESENTATIONS:

10 Simple Rules for Making Good Presentations!

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/>

Love TED Talks? (A Different Approach to

Presentations) <http://www.inc.com/jessica-stillman/ted-speakers-on-presenting-public-speaking.html>

Why Bad Presentations Happen to Good People - Jaspal Sandhu

<http://thdblog.wordpress.com/2009/03/26/why-bad-presentations-happen-to-good-causes/>