

Mini Oral Instructions

Mini Oral presentations are similar to traditional poster presentations, but presented on a large computer screen. We will be using 55" LCD displays in the Landscape position.

You will have 6 minutes of time in total, 3 minutes/presentation and 3 minute/discussion.

Your mini oral can consist of up to five slides or just one slide. Use the tips below as guidelines for formatting and making the most of this presentation. The recommended format is one overview slide (whole mini oral) and a maximum of 5 supporting slides. **Please email your presentation to me for upload <mailto:lhydo@aol.com> by April 10th.** There will be no ability to upload mini orals at the meeting.

Formatting Tips:

- **Less is more.** Be clear and concise with poster design and content. Overcrowding a mini oral makes it difficult to read.
- Use fonts that are large enough to read at a distance.
- Include the title and name(s) of the presenter(s) in larger, bolder font than the rest of the mini oral.
- Provide clear labels or headings for each section of your presentation.
- Remember contrast. Put light-colored fonts on dark backgrounds and dark fonts on light-colored backgrounds so that your viewer can see your text clearly.
- Imbed high-quality graphics and videos.
- Avoid hyperlinks. Internet access will not be available during your presentation.
- **Sound is not permitted** due to the open area in which mini oral will be presented.

For single-slide mini orals:

- Set the page size to 36.5"W and 20.5"H.
- Use a minimum font size of 32 points.
- Don't overcrowd the slide.

[Single-slide presentation template, blank](#)

[Single-slide presentation template with sample layout](#)

[Single-slide presentation template with sample layout, including formatting tip text](#)

For multiple-slide mini orals:

- Set the page setup or slide size to "On-screen show (16:9)" or 36.5"W x 20.5"H.
- Use bullet points.
- Use a minimum font size of 14 points if page setup is "On-screen show (16:9)". If slide size is set to 36.5"W x 20.5"H, use a minimum font size of 32 points.
- Use the slideshow mode to automatically change the display during the day, then switch to the manual mode to move through the slides for your presentation.
- Avoid using too many slides. Past presenters have found that 6 slides are a good amount, neither too few nor too many.

- Put a footer on each slide such as "Slide 1 of 6" to let the viewer who walks by mid-cycle of your slideshow know where they are in the presentation and how long they'll wait until it begins again.

[Multiple-slide presentation template, blank](#)

Content Tips:

- **Coverage:** In addition to title/author and abstract, most successful posters provide brief statements of introduction, method, subjects, procedure, results, and conclusions. Ask yourself:
 - Have you provided all the obvious information?
 - Will a casual observer walk away understanding your major findings after a quick perusal of your material?
 - Will a more careful reader learn enough to ask informed questions?
 - What would you need to know if you were viewing this material for the first time?
- **Clarity:** People attending a mini oral session are free to move about from mini oral to mini oral and often must view a mini oral from a distance, making it difficult to read excessive text and small fonts. With this in mind we recommend you:
 - Use large fonts and limit text to essential information. Place your major points in the mini oral and have the nonessential, but interesting, sidelights for informal discussion.
 - Keep content simple and communicate clearly.
 - Consider whether the sequence of information is evident. Indicate the ordering of your material with numbers, letters, or arrows when necessary.
 - "A picture's worth a thousand words." Imaginative use of captioned illustrations, photographs, graphs, video (without sound) or other types of visually appealing material is an extremely effective mode of communication in a mini oral presentation.
 - Make your final conclusions or summary a concise statement of your most important findings.