

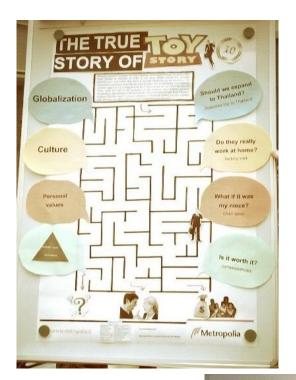
Poster Session

Preparation, planning, presentation

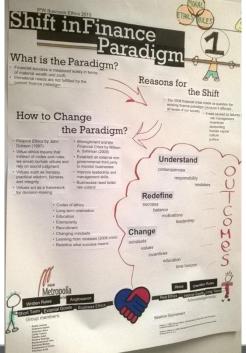




But have you done this?







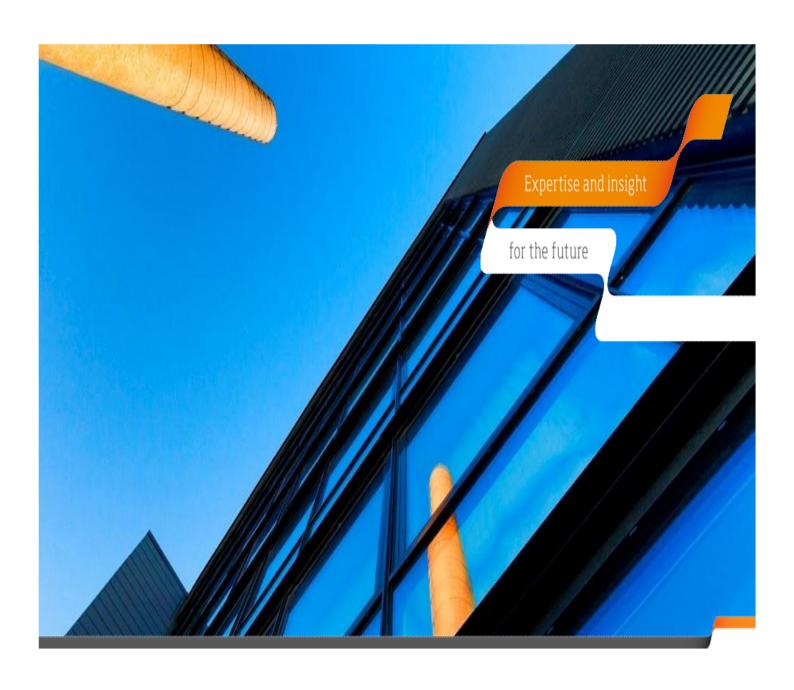


And presented it like this?









Poster Session on Friday 10-12



Poster presentations – why?

§ Allow many participants to report findings or ideas within a single session





Poster presentations – how?

- § Audience come and go
- § Presenters explain their poster several times during the session





Your posters will be evaluated on Friday on the basis of poster design, effective presentation, poster contents and key messages learned.



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Create a clever title

Remember to_ give your group number

Use white space

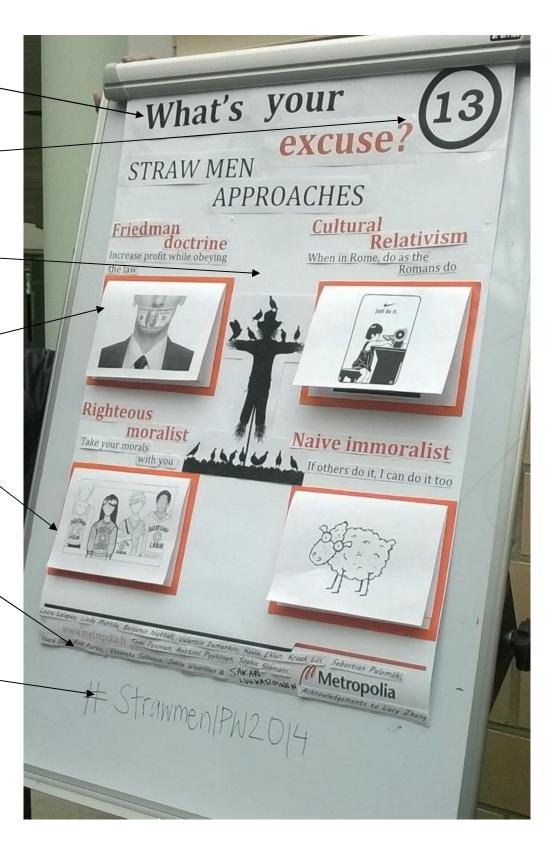
Clear sections with clear titles

Use visual aids: images, graphs etc..

Give credit: group members, <a>sources and lecturer

Activate your audience!





9



4 Steps for Preparing a Poster



Step 1: Analyse your audience

§ tailor the content and design elements to those you wish to reach

-> affects your content and design decisions



Step 2: Rank your information

- § MUST know
- § Good to know
- § Nice to know
- § Include the *MUST*, add some *Good*, and save *Nice* for talking with your audience



Step 3: Design the visual layout

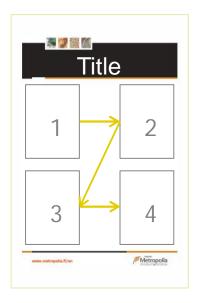
§Font size: 30-36 points

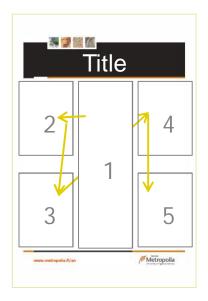
§Use your visuals to **emphasise** the most critical information

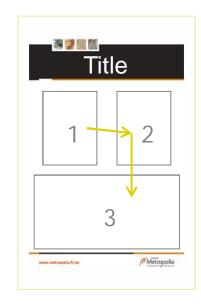
§Use color to show which elements go together



Some options for laying out a poster





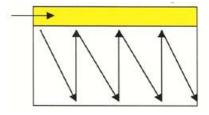


Source Pirjo Elo IPW2012



Step 4: Create coherence

- = make it easy for your audience to move from one topic discussed on your poster to another and to see the relationships between them
- § plan the arrangement of information by relying on what we know about how readers read:
- •from left to right
- Top to bottom





A good poster is...

§ focused

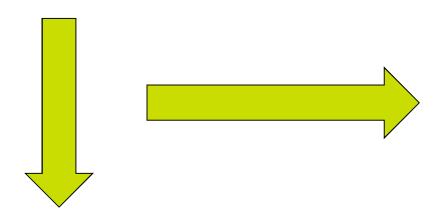
§ identify your main message and create a poster that supports that message

§ visual

§ let pictures, graphs and images tell the story, avoid too much text

§ logical

§ make use of gravity in structuring your poster







2 Presentation

Timing Delivery Interaction Language



Timing

- § Plan for 6 8 presentations of 5 10 mins
- § Allow time for questions and natural interaction



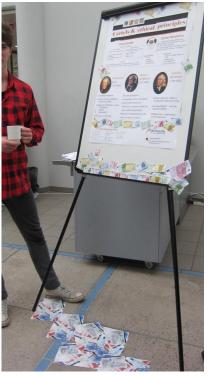


Delivery





§ Informal





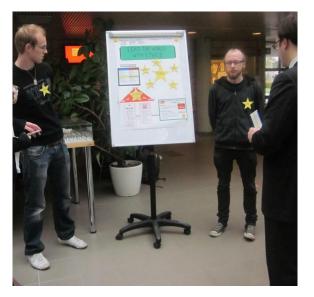
First impression is important

§ Practise your opening





Dress to project the right image for your poster







Interaction







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Your voice

§ Poster sessions can be noisy. You need to project your voice and speak more loudly than normally.





Language

- § Inclusive "we" "our" "let's take a look at ..."
- § Jargon have a glossary or handout for complicated terms
- § Abbreviations give a list if necessary

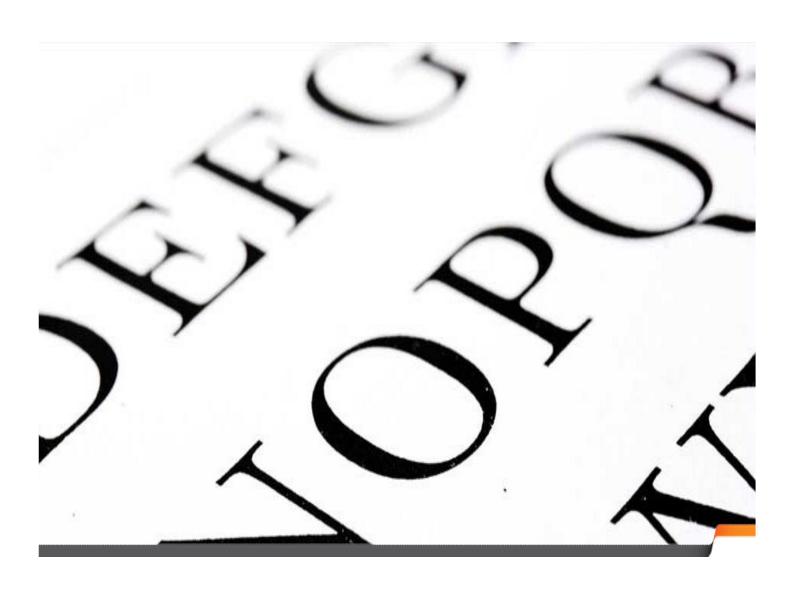


As in any presentation

- § Don't read
- § Use small cue cards for notes if necessary







Practicalities



Each group ...

- § will receive their Metropolia A1 size poster template on Thursday
- § may insert prints, charts, text, images, etc. on their poster
- § can print A4 size colour print-outs on Thursday
- § will evaluate 5-6 other posters during the poster session on Friday at 10.00-12.00.



Poster Session on Friday

- 9.30 Final poster and presentation **preparations** with your home group, **Main Lobby**
- 10.00 **Opening** of the event, iPads distributed, **A-auditorium**
- 10.10 **Home group's poster presentation** with lecturer & evaluation/assessment
- 10.50 Groups, lecturers & visitors start moving around **other posters**, evaluation of other posters
- 11.50 **Return to your own group's poster** with lecturer who takes final attendance
- 12.00 Closing ceremony ALL, A-auditorium



Join the discussion!



#ethicsIPW2015



References

Elo P Creating poster presentations PowerPoint IPW2012 McMillan K. & Weyers J. (2009) *The Smarter Study Skills Companion* Pearson

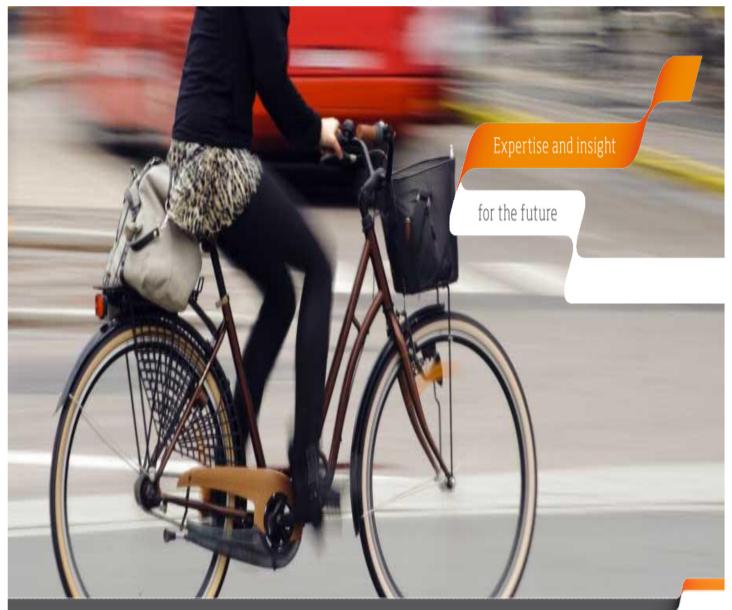
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Stansfield Louise The 4 Ps of Poster Presentations – guidelines for IPW 2013 (handout available on wiki at

https://wiki.metropolia.fi/display/liiketalous/International+Project+ Week+%28IPW%29+13.-17.5.2013



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THANK YOU!

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