ORAL PRESENTATION GUIDELINES

The Network: TUFH and the Facultad de Medicina, UNAM value oral presentations and see this as a platform where participants can take an active role in the different sessions.

Oral presentations will take place on **September 23, September 24 and September 25, 2020** at the 2020 "Primary Health Care: A Path Towards Social Justice" 'Systems and Community Based Responses for COVID 19', The Network: TUFH VIRTUAL Annual Conference, presented by The Network: Towards Unity for Health (TUFH) and Facultad de Medicina, UNAM. Oral Presentation can be scheduled in two timeframes: **2:00 PM – 4:00 PM OR 5:30 PM - 7:30 PM UTC+0.**

Oral Presentations are a useful and innovative way of displaying and communicating new approaches, research and other work done in your field. The posters will be visible and available during the whole conference.

Please see the following sections below for further information:
1. What to prepare
2. Poster specifications - Digital poster
3. Oral presentations at TUFH 2020
4. Hints on preparing posters

1. What to prepare
Contributors are requested to prepare:
- **A digital poster summarizing the key issues. To be uploaded by July 31st, 2020.**
- A highly condensed oral presentation of the poster's conclusions (not exceeding 5 minutes).

## 2. Poster specifications - Digital poster

Adherence to the poster specification criteria and submission processes listed below is strictly enforced. Failure to follow these guidelines will result in the automatic withdrawal of the original oral session abstract acceptance. There will be no registration adjustments or refunds in the event these requirements are not followed.

Poster Specifications

- A4 size: 297mm (width) x 210mm (height) (landscape orientation)

- Your poster must include a Poster Abstract Identification Label.
    - Use this Label:
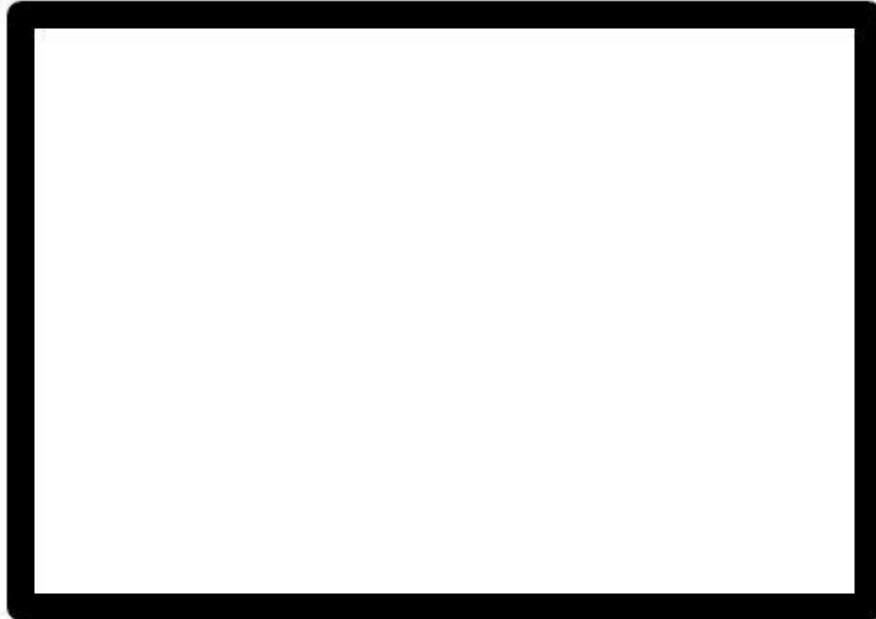
    - The label must be positioned at the top right-hand corner of your designed poster and include your related accepted abstract number.

    - The required font for this number is Calibri; 16pt font size.

    - An example of the positioning and identifying Abstract number labelling:

TUFH80

Your designed poster
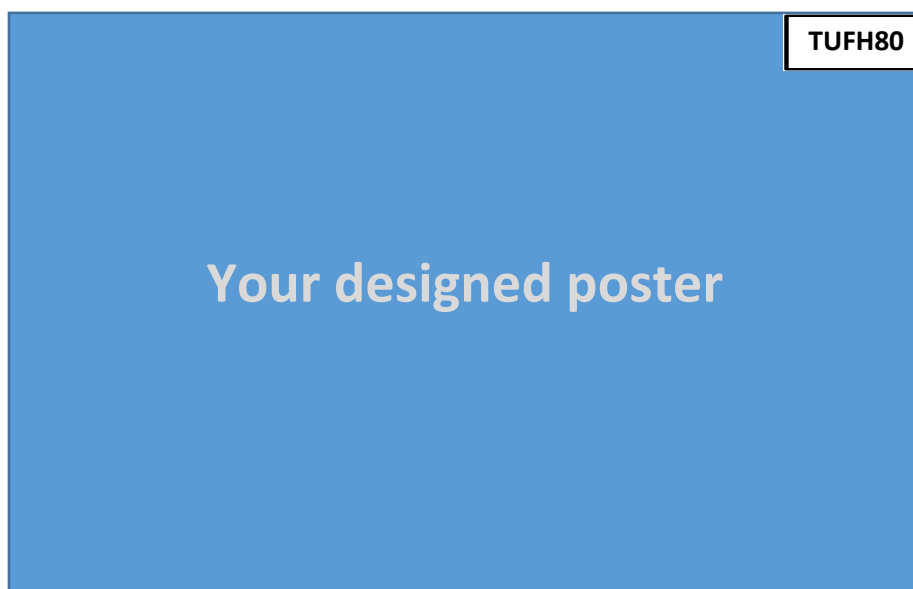
You have to upload a digital version of your poster by July 31st. During the Oral Presentations, the digital versions will be presented.

Your poster must be in PDF format. Your maximum file size is 100 MB.

Your poster file must be named as your abstract number (TUFH80).

The date to upload the poster is July 31st, 2020.

The link to upload your poster too is https://docs.google.com/forms/d/e/1FAIpQLSdB4U1n2jMeaR7X-qtPzi4W1nSxXxPi4jdT_j4hxMH7sczUcQ/viewform?usp=sf_link

CHANGES CAN NOT BE MADE AFTER UPLOADING YOUR POSTER, so please make sure you upload the final version.

3. Oral Presentations

Structure of the program:
The simultaneous sessions contain a mix of oral presentations, workshops, TUFH Talks and Documentaries.

During the VIRTUAL conference, contributors and participants will meet in groups for the oral presentations. Each two-hour oral presentation session includes fourteen oral presentations with posters and is moderated. The moderator will ask each presenter to give an overview of his/her poster for **5 minutes** and invite comments and discussion. Your poster will be digitally presented during your presentation.

The moderator will introduce each presenter and keep the session to time. No other audio-visuals will be available other than the poster itself.

4. Hints on preparing posters

The following suggestions and recommendations have been compiled and published on the AMEE website, based on published literature and by reference to various websites. It has been copied here as a guide to assist you and in no way to be prescriptive or limiting your initiative.

General
A successful poster provides just enough information to convey the key point(s) clearly and succinctly. It is important to get the message across quickly – you may only have a short time to capture the viewer's attention. Too much information on a poster causes confusion and will be time-consuming to read. It may be better to focus on one key point, unless subsidiary points are essential to its understanding. Those sufficiently interested can always request further information via the contact details given or discuss the work at the poster session.

The poster should be attractively laid out, and logically sequenced, with visual representation preferable to large chunks of text. Thinking of a poster as an "illustrated abstract" (Hess and Liegel, 2004) may help. Careful use of colour and size of text is important.

Question and answer type posters work well, and interactive posters are frequently well-rated by participants.

Content Guidelines

Posters may report research results, or may be descriptive, e.g., presenting a theory, a new curriculum/course or teaching method.

Research posters:

The following components are usually included:
- Introduction and identification of need;
- Objective(s), purpose(s), research questions(s);
- Methodology (sample, methods for data collection and evaluation): It is more important to communicate the results and conclusions than to go into detail about the methods. If participants show a particular interest in the methodology they can always request further details to be sent, e.g. a copy of a questionnaire used in the study;
- Data analysis;
- Results/Discussion: It may be appropriate to report only some of the more important results, in the interests of space. Complex argument is not appropriate for a poster. Tables and figures are a good way of communicating results rather than blocks of text as they are frequently easier to understand, visually more attractive and less space consuming.
- Conclusion(s)/Take home message(s): It is recommended that only conclusions clearly supported by the results are displayed on the poster, and more speculative conclusions should not be included.

Descriptive posters:

The content and structure of descriptive posters are more flexible and will largely be decided by the purpose of the poster. It is suggested however that the following aspects should be considered in relation to content:
- Introduction to the topic/identification of need;
- Objectives/purposes of the work;
- Description of what was done;
- Discussion of what was achieved and how the work has advanced understanding of the topic;
- Conclusions/take-home messages.

Style Guidelines

Layout:
- The title of the poster, name(s) of authors, address where the work was carried out and contact details should be prominently displayed, together with a logo if appropriate;
- It is not necessary to cover the whole poster with information – use of 'white space' provides a pleasing contrast, particularly where a large amount of colour is used on the poster;
- "Reader gravity" – the natural way in which the reader's eye is drawn to look at the poster, suggests that information should be laid out either from top to bottom, or left to right;

- Small blocks of text of up to 75 words are recommended, and use of appropriate level of headings make the poster easier to read;
- Abbreviations should be explained the first time they are used;
- Bulleted lists are frequently a good alternative to blocks of text;
- Visual representation is preferable to text wherever possible. Diagrams, tables, photographs, arrows etc. can aid readability and add to the attractiveness;
- An appropriately sized poster is preferable to a number of A4 sheets put together.

Font and colour:
- Sans serif fonts such as Arial or Helvetica are generally considered to aid legibility for posters. Between 20-28 point is recommended for text and at least 72 point for the title. The title should span the width of the poster. Font should be consistent throughout the poster, and appropriate levels of headings should be used. References should be limited to 5, and the font size should be smaller than the poster text.
- Judicious use of colour is recommended, with a maximum of two or three primary colours (e.g., red, blue, green or yellow) introduced (however some shades of yellow may be difficult to read). Black type on a white background is standard practice, and patterned backgrounds should be used with care.

Figures and graphics:
- Figures and graphics should be of good quality and should be appropriately labelled with short legends;
- Graphs and charts should have an appropriate scale and labelled axes.

Additional information not on the poster:
It is helpful if presenters can have the following additional information available by the poster board:
- Printouts of their posters or handouts of the key points, and contact details, for participants to take away. Around 50-75 copies would be appropriate;
- A note on their poster board of the time(s) they will be available by the board for those who would like to discuss the poster outside the formal presentation time.

Bibliography:
- Durai R and Venkatraman R (2005) How to prepare a good poster. Hospital Doctor, 19 May, p38;
- Hess G and Liegel L (2004) Creating Effective Poster Presentations. http://www.ncsu.edu/project/posters (accessed 02 June 2004);
- Nicol A A M and Pexman P M (2003). Displaying Your Findings: a practical guide for creating figures, posters and presentations. Washington DC: American Psychological Association.