

Instructions for Oral and Poster Presentations

Your Oral Presentation

- All presentations must be in English
- All presentations must be sent to the organizers 24 hours prior to the meeting at SCRM@mcgill.ca
- It should be handled as a PowerPoint file, PC compatible
- Ensure to bring a USB key with your presentation with the PowerPoint format file and in a PDF format file as backup.
- Prepare one or two lines describing your bio to give the Chair person on the symposium day.
- Presenters will not use their own computers (presentations will be loaded in a PC by the organizers)
- The presentation must be less than 5 minutes (the Chair person will keep strict control of time).
- Tips for preparing your slides:
 1. Use one slide per one minute of presentation – total number of slides should not exceed 7.
 2. Keep slides simple, concise and readable – do not present too much information on any one slide
 3. Use one or two colors on a plain coloured background for maximum impact
 4. Summarize and highlight your conclusions / key messages
- Please speak slowly and clearly throughout your presentation
- Following the presentation there will be 2 minutes for questions.
- An award will be given to the best oral presentation. To qualify for the award, you must be present at the “Poster and Oral Presenter Winner Nominations” at 16h00