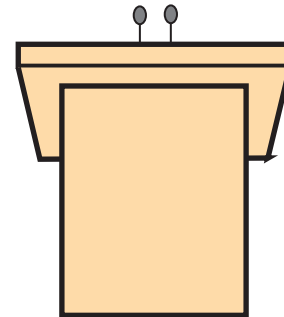# Oral Presentation Guidelines

PowerPoint Tips

- On your Title slide, include the project's title, authors list, and institutional affiliations.
- Use clear slide titles; Cite references, as appropriate.
- Treat your slides as visual aids, not textbook passages.
- Use phrases as bullet points (no need for whole sentences), but do not overuse bullets (no more than 7 bullets per slide, less is better).
- Use graphs and tables with a high resolution. Imported tables from publications must be legible; if they are not, it is preferable to recreate them or include only relevant data.

Presentation Tips

- Use as many slides as you can adequately cover in the time provided. One slide every minute is standard, but 30 seconds on one slide is optimal.
- Prepare, practice, and perform- do not be too hard on yourself! It is just a presentation.

Suggested Fonts

- Arial
- Calibri
- Verdana

*These are easy on the eye and highly recommended

Suggested Font Size & Color

- Slide color palate: A white background with black ink is the safest color choice for slides.
- Font size 20-24 points or larger is suggested to improve readability at a distance.

Case Report Criteria*

- Introduction or Background: Case context, disease background, epidemiology of condition (rare, unusual), and clinical relevance.
- Case Description: Medical history, presentation, physical exam, labs, imaging, procedures.
- Clinical Course: Hospital course, diagnosis process, treatment, outcomes, and follow-up.
- Discussion: Unique presentation, reference to literature, novel treatment, or diagnosis.
- Conclusions: Learning Points or Take-Home Messages are encouraged.

Basic Science, Clinical, and Medical Education Research Criteria*

- Introduction/Background: *Background knowledge, project scope and (clinical) significance.*
- Objectives/Aim Statement: *Study Question, hypothesis, or Purpose.*
- Methods: *Study design, population studied, data collection sources tools, analysis plan.*
- Results: *Appropriate reporting of statistical tests (with 95% CI P-values, if applicable). Include tables and figures here.*
- Discussion: *Findings interpretation, strengths, and limitations.*
- Conclusions: *Meeting study objectives? Study implications.*
- References.

Quality Improvement Project Criteria*

- Introduction/Background: *Background knowledge, the main problem, intended improvement, and project impact.*
- Objectives/Aim Statement: *SMART Aim with improvement metrics.*
- Methods: *Improvement Framework- PDSA cycle, intervention, instruments, data collection.*
- Results: *Study findings (display data using QI tools, figures, or tables), observed changes or outcomes.*
- Discussion: *Summary of main outcomes, strengths/successes, limitations, and suggestions to improve.*
- Conclusions: *Project implications, lessons learned, and future steps.*
- References.

*Judges will be scoring the poster following the corresponding criteria for each type of research in addition to scoring the poster's visual appeal, organization, presenter's knowledge and delivery.

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