Oral Presentation Guidelines

10-minute presentation followed by 3-minutes for questions/answers

RESEARCH DAY

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.

Submit a PDF Draft of your oral presentation by April 1, 2024. You can make alterations before submitting the final presentation.
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.