Instruction booklet for Artefact Presentations

(MSc Computing Programmes)

This document provides guidance for the commonly used presentation formats in Computing programmes:

- Poster Presentations (these instructions are also applicable to some dashboards)
- Audio-visual Presentations
- Oral Presentations

Please ensure you review this guidance before deciding on a presentation format to ensure it will be suitable for your artefact presentation. You are free to use other forms of online presentation as long as it has been agreed with your dissertation supervisors.

As a final note, this is **guidance only** and the presentation format you choose to use would need to be discussed with your supervisors.

We will be using the **Big Blue Button** platform for these presentations. The link will be made available when your presentation date is confirmed. Please see the guidance document on BBB which is available in the Artefact Presentation page in your module.

Poster Presentations

Posters are widely used in the academic community, and most academic conferences (both face to face and online) include poster presentations. Posters summarise information or research concisely and attractively to help publicise it and/or to generate discussion. They may be used to present quite complex material, and so it is important that the information on them is well laid out, legible and attractively presented. The poster is usually a mixture of brief text mixed with tables, graphs, pictures, and other presentation formats. At a face-to-face conference, the author of the poster usually stands by the poster display while others can view the poster and interact with him/her. In an online conference or a virtual conference, the presenter may record their presentation and it is then played on screens. Alternatively, they may upload an e-poster and then take questions remotely.

A good example of a poster presentation at a face-to-face conference is:

Your e-Poster

If you decide to produce an e-poster for the online conference presentation, you will need to follow this guidance. Your e-poster will follow the format of a conventional scientific poster. You will have a title and a number of different sections which you will populate with information and graphics. Your e-poster should have references and a brief reference list. You will see from the poster above that the reference list is situated at the right-hand bottom corner of the poster as you face it.

Layouts for Poster - PowerPoint Template

The long panel at top-centre is title/author banner. The majority of the information is then presented in Individual panels, which may be connected by numbers or arrows. Also, note the use of space between panels to achieve visual appeal.
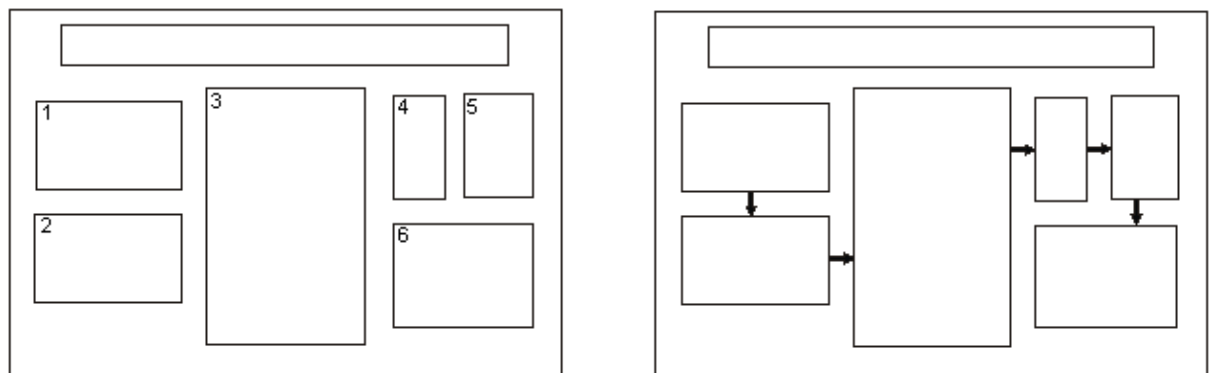

Figure 1: Conventional layouts for a poster.

There are a number of templates that can be used for poster presentations. You may wish to consult the **Eposterboards website for some ideas**.

Designing a Poster in PowerPoint

For your assignments, please follow the guidelines below:

How to Create a Poster Using PowerPoint

Step 1 - Gather your contents in the form of text, graphs and photos.

Step 2 - Open PowerPoint, choose Blank Presentation and click OK.

Step 3 - Choose the Blank slide layout and click OK.

Step 4 - Go to File in the toolbar and click Page Setup /Design and Slide size.

Step 5 -Enter the Height and Width of your poster. Please be aware that PowerPoint's maximum size is 52". Therefore, to produce a PowerPoint poster with dimensions larger than 52", both dimensions are entered at half the desired size. For example, for a 44" x 66" poster, you would enter 22" in the box for height and 33" in the box for width and click OK. The poster's size will be doubled during the printing phase to bring it up to 44x66 inches as desired. We recommend that you use 44 inches and 66 inches for your poster. However, remember we will not be printing the poster for the online conference.

Step 6 - Click Insert on the toolbar, choose Text Box. A text box drawing tool will appear on your PowerPoint slide. Click and drag to create the box. This is where you will place your prepared text. Simply cut and paste from Word or type directly into the text box. The box will expand to fit the information entered. Remember to consider your font size and make it suitable for poster use. Font sizes of approximately **36 to 54 are recommended for titles**, approximately **18 for text**. Use your judgment for your specific poster needs. PowerPoint does not recognize all fonts; Arial and Times New Roman are recommended for use, as these are clear standard fonts. Symbol is the font recommended for scientific symbols. To choose the characteristics of the text box such as line, colour or size, go to Format in the toolbar or right click on the text box and select Format Text Box. You can copy and paste directly from Word documents into PowerPoint text boxes. We would suggest using black on a white background in text boxes for easy reading.

Step 7 -To add logos, charts or photos, go to Insert in the menu bar and select Picture, and then From File and browse to your file containing your charts or scanned and saved pictures. Select it and click the Insert button.

Step 8 - Once you have inserted your pictures, you can move or resize them to suit your needs. The dotted guidelines on the templates are there to tell you where on the sheet your boxes are and can help in getting things properly aligned. If you click and hold them, a box will appear giving the lines' locations on the sheet. You can then move them into position. They will not appear when the poster is printed. If the Guidelines are not visible on your screen, select View, then Guides.

Step 9 - Once your text and pictures are in place, you may decide to add some colour or texture effects. The colour options and background effects are found under Format on the toolbar, or you may double click the border of any text box to view Format Text Box with colour and line options.

**Step 10** - Carefully review your poster.

Design and Layout Considerations

Once you have written your text, you need to think about how you will present your text and diagrams. There are a number of things to consider:

- Font - choose a font that is easy to read. Most of the standard fonts are fine for this (e.g., Arial, Times). Avoid mixing too many fonts as this can look messy. Two is often ideal; one for the headings and one for the main text.

- Do not have too much text as it can be difficult to read. Think about summarising main points in text. Keep blocks of text to the minimum.

- Case - text in UPPER CASE can be very difficult to read, even at close distances, and is best avoided.

- Colour palette. Colour can add an extra dimension to your poster design, making a poster more attractive and giving you another method of highlighting particular aspects of your information. Choose colours that work well together so that they don't detract from the information in your display. It is sensible to use a small range of colours so that your poster doesn't look chaotic.

- Diagrams. Displaying information on a poster gives you an opportunity to represent your data in an interesting and eye-catching way. Think about how your display can be enhanced through the use of illustrations, tables, charts or photographs. The inclusion of one carefully chosen image can be a very powerful way of drawing people's attention to your poster.

- The board must be oriented in the "landscape" position (long dimension is horizontal).

- A banner displaying your poster title, name, and class (e.g., MSc Computing Project November 2021) should be positioned at top-centre of the board.

- Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows is a standard "guidance system" (see Figure 1 above).

- Leave some open space in the design. An open layout is less tiring to the eye and mind.

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, KEEP IT SIMPLE.

- Visuals should be simple and bold. Leave out or remove any unnecessary details.

- Make sure that any visual can "stand alone" (i.e., graph axes are properly labelled, maps have north arrows and distance scales, symbols are explained, etc.).

Here are some more examples of a poster presentation
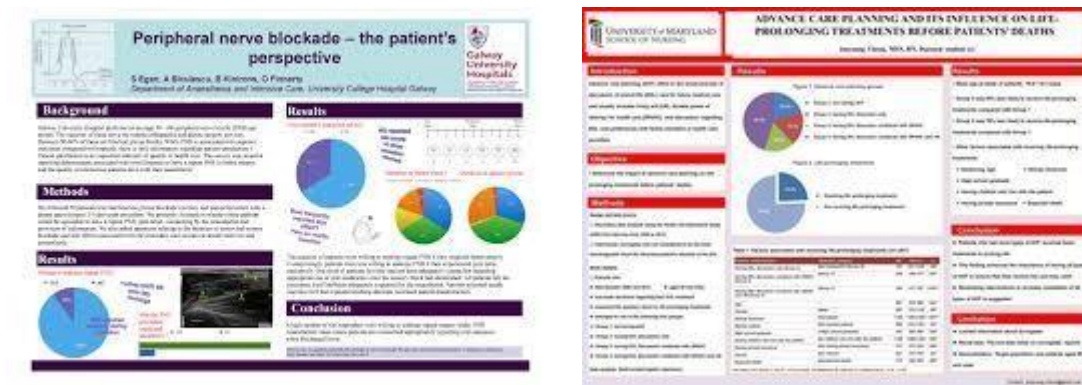
Good Practices for your oral presentation

- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.

- Explain each point clearly and avoid jargon. It is usually best to pitch your talk at a lower, rather than higher, level.

- Use repetition in your talk to ensure the facts are understood by the audience.

- In addition to the body of the talk, present an introduction and a summary or conclusion.

- Speak clearly and naturally. Try to make a conscious effort to pace yourself.

- Make sure that background noise is also kept to a minimum.

- Rehearse at least once before your presentation

Important Note Regarding Submission

You will need to upload the e-poster to the Online Conference thread (as a new post) prior to your presentation date so that any interested peers can attend your presentation.

Word Count/Duration

Your e-poster should not be more than 1000 words, plus or minus 10%, in length. The presentation should last no more than 10 minutes.

Audio-visual Presentation

If you chose to use an audio-visual format for your artefact presentation, you will then need to provide the presentation slides. The presentation slides should not be wordy or repeat verbatim the oral presentation. Visuals, illustration, statistics, charts, tables and indication of key pointers are welcome. In assessing the presentation for marking, emphasis will be placed on the oral content. However, clarity of the visual presentation will also be taken into account.

Before submitting your slides, consider the following checklist:

- Are the major points identified?

- Are the details presented clearly?

- Is the presentation well organised?

- Is the presentation clearly introduced and concluded?

For your live presentation, you should consider the following as you practice:

- Is the presentation well-paced and timed?

- Is the information presented clearly and concisely?

- Is the presentation style lively, fluent and engaging?

Good Practices for your Presentation

- Show no more than 1 slide per minute of speaking time.

- We recommend a presentation format of 16:9, 4:3 is also acceptable.

- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.

- Put no more than 12 lines of text or 4 curves on any slide.

- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.

- Explain each slide clearly and avoid jargon. It is usually best to pitch your talk at a lower, rather than higher, level.

- Use repetition in your talk to ensure the facts are understood by the audience.

- In addition to the body of the talk, present an introduction and a summary or conclusion.

- Speak clearly and naturally. Try to make a conscious effort to pace yourself.

- Make sure that background noise is also kept to a minimum during your presentation.

- Rehearse at least once before your presentation.

Important Note Regarding Submission

You will need to upload the presentation slides to the Online Conference thread (as a new post) prior to your presentation date so that any interested peers can attend your presentation.

Word Count/Duration

Your audio-visual presentation should last no more than 10 minutes.

Oral Presentation

If you decide an oral presentation works best for your artefact, then use these notes to guide your presentation. Here, no slides will be used but you are able to show your development (code, mathematical proof etc) as you talk. The only submission required is the abstract of your project.

For your live presentation, you should consider the following as you practice:

- Is the presentation well-paced and timed?

- Is the information presented clearly and concisely?

- Is the presentation style lively, fluent and engaging?

Good Practices for your Oral Presentation

- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.

- Explain each point clearly and avoid jargon. It is usually best to pitch your talk at a lower, rather than higher, level.

- Use repetition in your talk to ensure the facts are understood by the audience.

- In addition to the body of the talk, present an introduction and a summary or conclusion.

- Speak clearly and naturally. Try to make a conscious effort to pace yourself.

- Make sure that background noise is also kept to a minimum during your presentation.

- Rehearse at least once before your presentation.

Important Note Regarding Submission

You will need to upload the abstract of your project to the Online Conference thread (as a new post) prior to your presentation date so that any interested peers can attend your presentation.

Word Count/Duration

Your oral presentation should last no more than 10 minutes.