# How to Present Your Virtual Poster

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### Poster Preparation

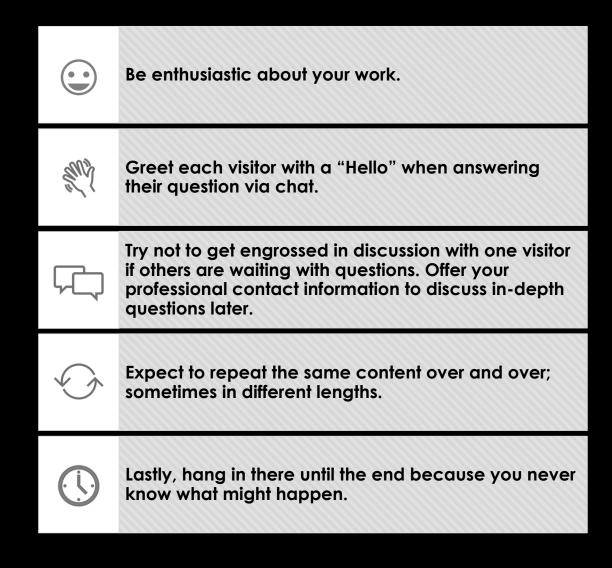
A successful poster presentation depends on how well you convey the information to the audience.

- Determine the part of the presentation you want to emphasize (central messages for each section) and how you plan to deliver the messages in a recording.
  - Introduction: Why is it so significant?
  - Methods, findings, discussions, and implications: Which central message do you want to convey?
- Organize your presentation so that your audience can easily follow.
  - Use consistent headings, subheadings, fonts, and bullet points on your poster.
  - Images should be related to the content provided and not compete for space.
- Prepare supplemental slides to display on screen during your recording.
  - Supplemental slides can display key points, graphs, and images for viewers to follow.

# Presenting Your Virtual Poster

- O Don't just read the poster and/or supplemental materials.
  - Give a brief overview of your study.
- Explain why the problem is important.
  - Use charts and/or graphics to illustrate key points.
- Customize your presentation for audience engagement.
  - Some people may know the content (specific sections).
  - Others who are unfamiliar with your topic (a guided tour).
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- Refer to the Presentation Guidelines document for tips and steps for recording your presentation.

# Your Approach Toward the Virtual Audience



## Handling Questions

- O **Read** the question thoroughly and ask for clarification, if necessary.
- O Think for a moment, then respond.
- O If the question is not on topic (irrelevant to your objectives), set boundaries:
  - "That is a bit far from the objective of this presentation. I would be happy to discuss that with you another time."
- O The question is relevant, but the answer is too involved for the time allotted.
  - "That is a very involved question." Give a simple answer and then say, "Perhaps I can send you some additional information later."

