

# Learning Toolbox ePoster Live Presentations – Advice for presenters

Version 3.0

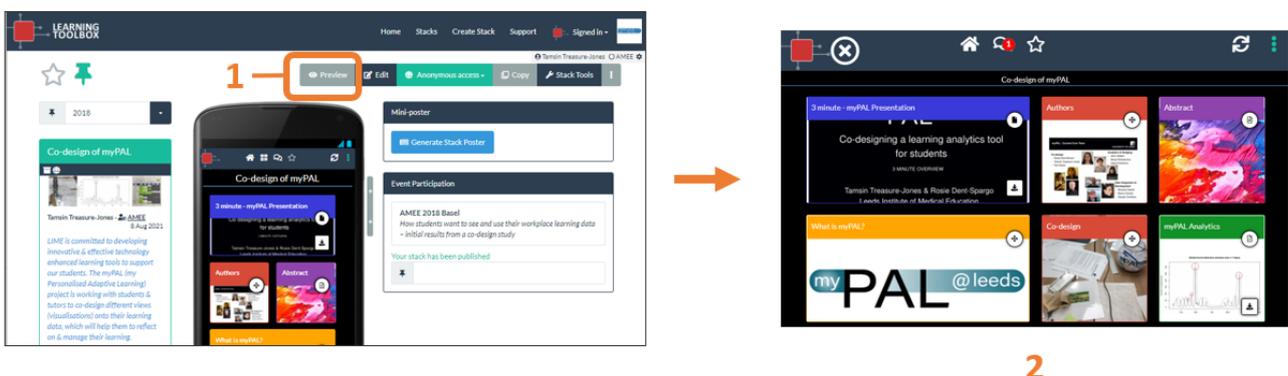
## Tips on presenting your ePoster

- **Just give the highlights.** You only have a short time, so do not try to tell everything about your work. Just tell people the most interesting highlights/results - the story of your work.
- **Tell people what else they can find inside your ePoster** but do not show them all of this, you will not have time. This could involve opening up a few specific tiles to show media in there (images, videos, PowerPoint) or just giving the short presentation of your work and simply telling people where they can find more in the ePoster.
- **Make sure that everything you need is inside your ePoster.** If you are presenting onsite then you will only have access to your ePoster during the presentation, so make sure that anything you want to show is in your ePoster. If you are presenting online from your own computer then you do have access to more material, but we ask that you only use presentational content that is also in your ePoster.

## Practising your presentation

Presenting with ePosters is new, so we recommend you practise.

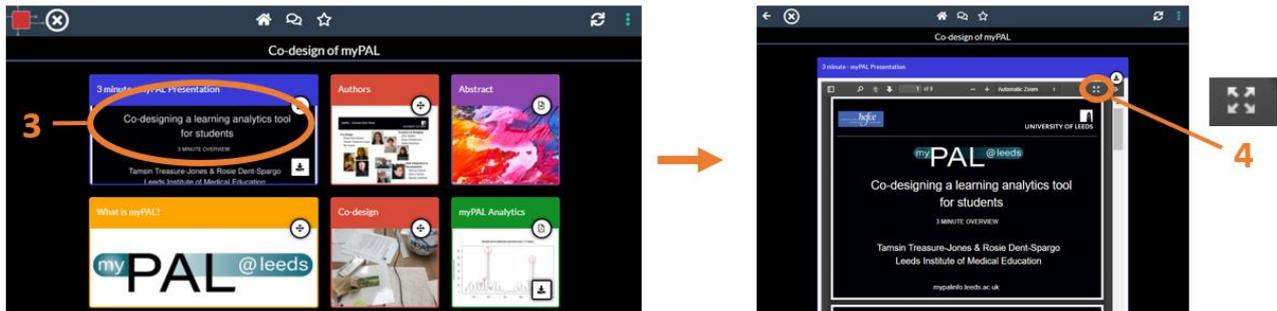
You can practise this on your own computer from Learning Toolbox, by clicking on **preview (1)** to open and present your ePoster **(2)**. The preview mode is exactly what people see when they open your ePoster from the ePoster showcase. So you can also practise by opening your ePoster from the showcase.



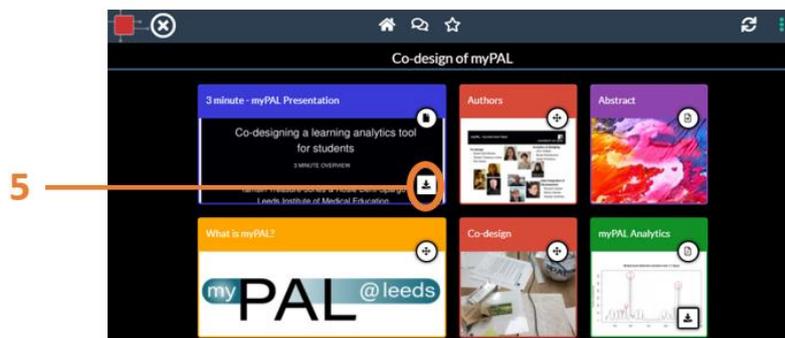
In this preview mode you can click on tiles to open them and view the content. So you can practise moving around your ePoster as you want to do during your presentation.

You can open and show any of your ePoster content during your presentation. But many people include a short PowerPoint presentation in their ePoster and present that during the live presentation.

If you are using a presentation, then you can simply click on its tile to open it in the PDF viewer (3). You can then click on the expand button (4) to make it show in a full-screen view and click through it as normal. To come back from the full-screen view again just click on your keyboard's Esc key.



If the PDF viewer does not show the presentation file as you want (for example if it has animations that are important to your live presentation) then you can choose to download (5) your original PowerPoint file (or simply open the original file from your computer if you are presenting from your own computer). Please note the time it takes to download will depend on the size of your original file and the speed of the network. Once downloaded you can open and present from that file as normal.



After giving your presentation you might want to remind the audience of the additional content that is in your ePoster and encourage them to explore that in their own time.

What is important in such a short presentation is to get your main story/message across to the audience, so that they then want to explore your ePoster themselves afterwards. So keep it simple and clear. You and your story are more important than the technology here!