

# KENTUCKY ACADEMY OF SCIENCE

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## Presentation Guidelines

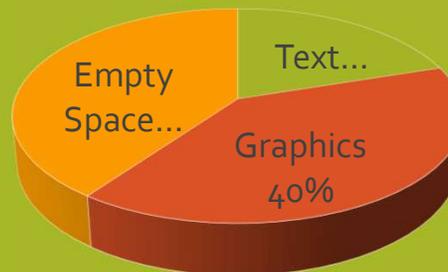


# Kentucky Academy of Science Poster Format

## Some Suggestions for a Great Poster

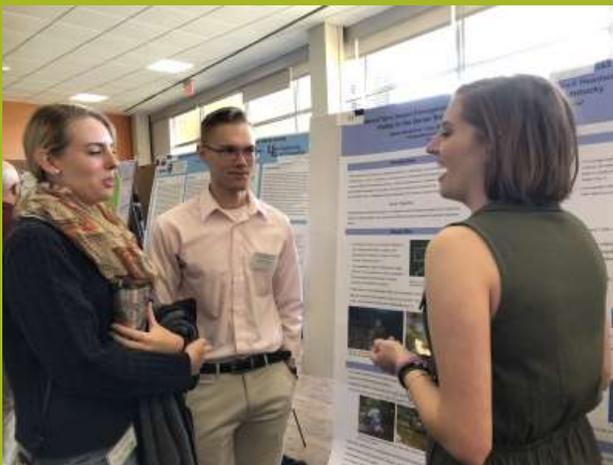
- Do not include an Abstract on a poster as they are available on the website.
- Studies show that you have only 11 seconds to grab and retain your audience's attention so make the punch line prominent and brief.
- Those who are directly involved in related research will seek you out for more information.

## Spatial Organization



## More Suggestions

- EDIT RUTHLESSLY!
- Most posters contain too much text.
- Posters are primarily visual presentations with the text serving to support the graphic materials.
- Your poster will be viewed prior to your 5 minutes in the Q&A session, so summarize your research in about 1 minute before questions.



## Poster Specifications

- KAS poster size is 48" x 36".
- For a virtual poster session, use PowerPoint and set the poster size to this size.
- You may use "Drawing Tools" to insert a text box for each section you will use
- Record audio up to 10 minutes to accompany your poster. Instructions follow on slide 4.

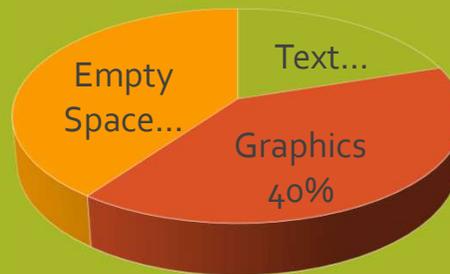


# Kentucky Academy of Science Oral Format

## Some Suggestions for a Great Presentation

- Do not include an Abstract on the PowerPoint as they are available in the program.
- Studies show that you have only 11 seconds to grab and retain your audience's attention so make the punch line prominent and brief.
- Those who are directly involved in related research will seek you out for more information.

## Spatial Organization



## More Suggestions

- EDIT RUTHLESSLY!
- Most presentations contain way too much text.
- Your presentation will be viewed prior to your Q&A session, so take about 1 minute to summarize your research in the Q&A before questions



## PowerPoint Slides

- Remember that you have up to 10 minutes total for your recording.
- There is no limit to the number of slides as long as your presentation fits within the 10-minute time limit.
- See audio recording instructions following this slide.



# HOW TO RECORD AUDIO FOR A POWERPOINT PRESENTATION

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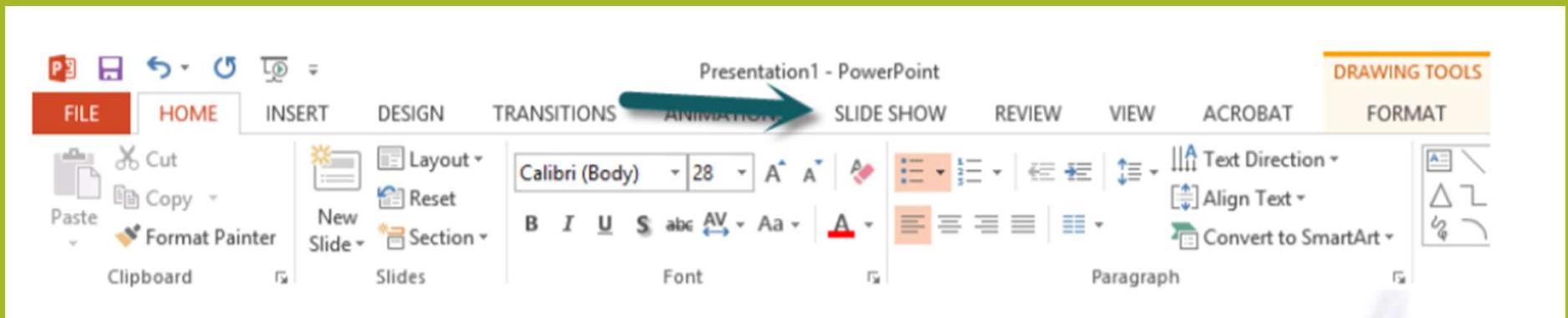
A step by step guide

# ALL PRESENTATIONS NEED ACCOMPANYING AUDIO

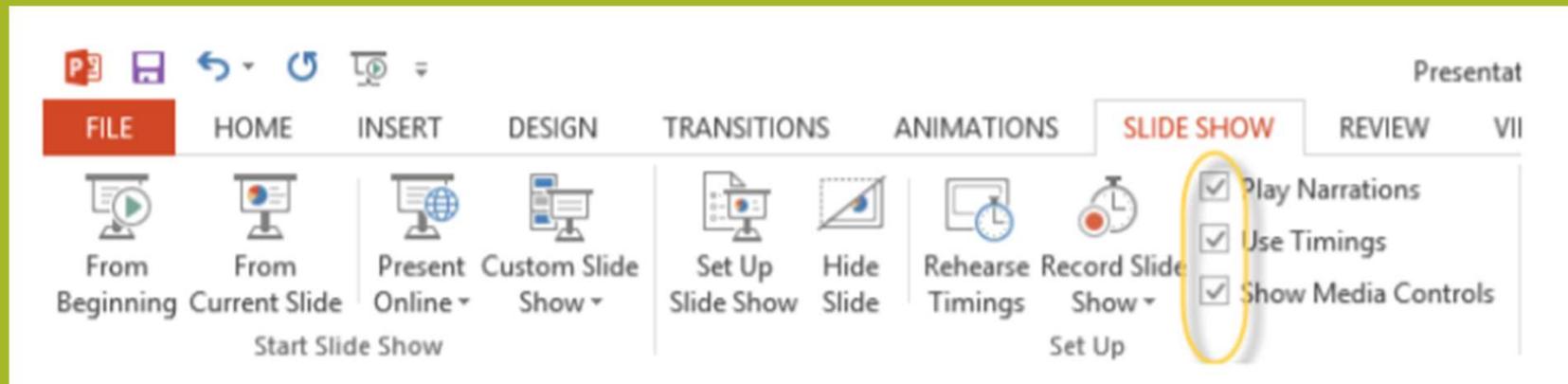
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Regardless of your  
presentation format

ON THE MAIN HOME PAGE,  
SELECT SLIDESHOW



# MAKE SURE THESE THREE HAVE BEEN SELECTED



# SELECT "RECORD SLIDE SHOW"

HOLDING DOWN THE ARROW WILL ALLOW YOU TO EITHER RECORD AUDIO FROM THE BEGINNING OF YOUR PRESENTATION OR FROM THE CURRENT SLIDE

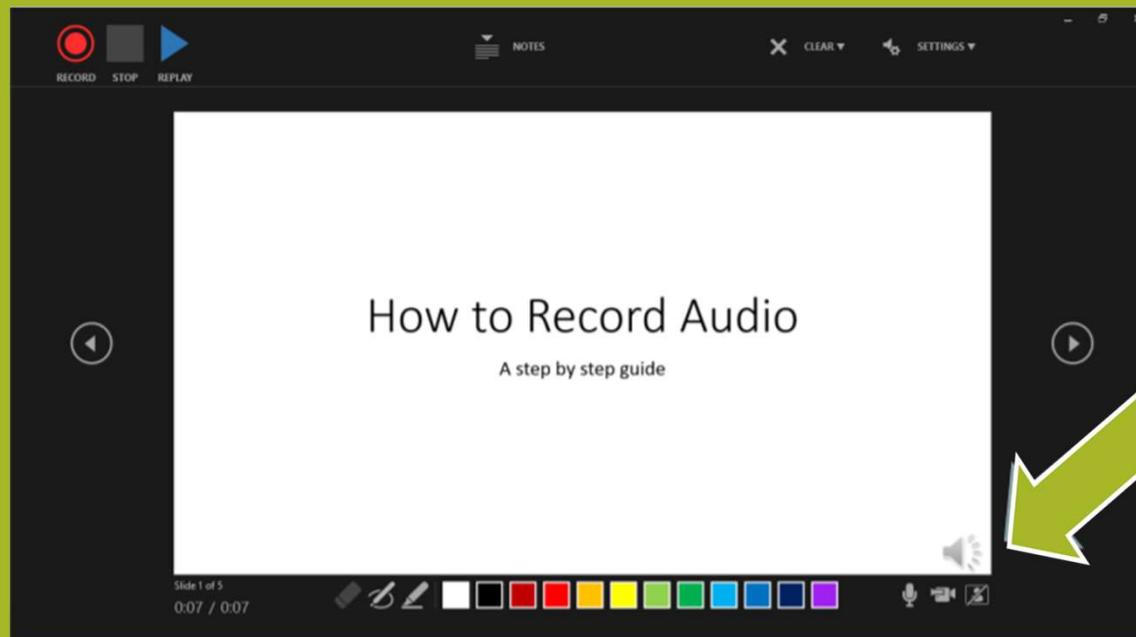


**PRESS HERE TO RECORD, STOP,  
OR REPLAY AUDIO**



A screenshot of a software interface for audio recording and playback. The interface is dark-themed with a central white slide. The slide contains the text "How to Record Audio" and "A step by step guide". The top bar includes buttons for RECORD (red circle), STOP (grey square), and REPLAY (blue triangle). Other controls include NOTES, CLEAR, and SETTINGS. The bottom bar shows a timeline (0:07 / 0:07), a color palette, and a microphone icon.

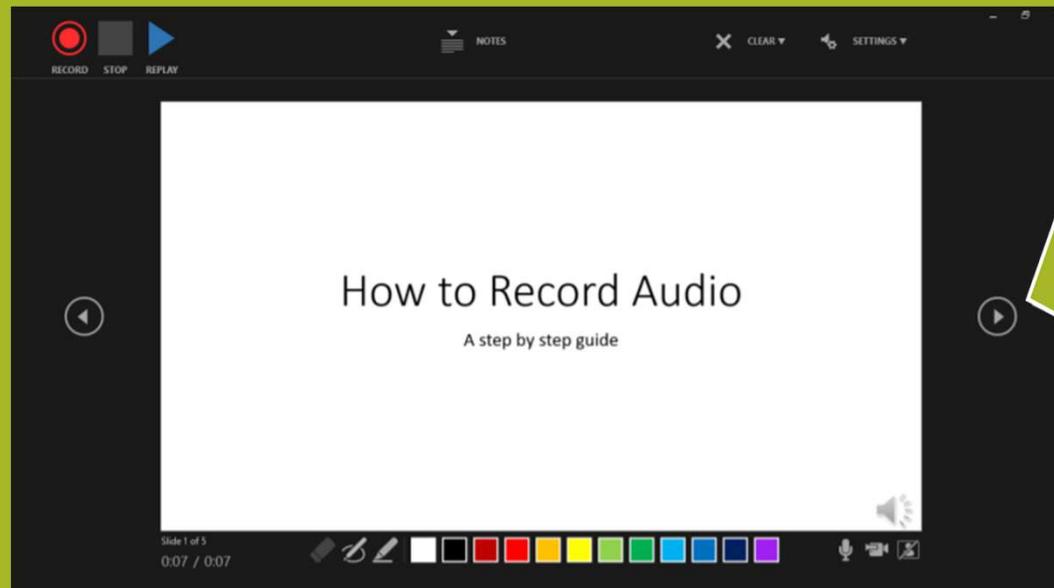
**THIS SYMBOL LETS YOU KNOW  
AUDIO HAS BEEN RECORDED  
AND IS READY TO PLAY**



**THIS SYMBOL LETS YOU RECORD A VIDEO TO ADD TO YOUR SLIDE. YOU MUST PRESS THIS BUTTON TO TURN CAMERA ON/OFF WHEN YOU INITIALLY GO TO RECORD AUDIO.**



**CLICK THROUGH EACH SLIDE TO  
ADD AUDIO TO ANY  
ADDITIONAL SLIDES**



## Helpful tips for inserting audio into presentations:

The best time to add audio to your slides is once your presentation has been completed

Time your PowerPoint!

Remember that you have up to 10 minutes total for your recording.

There is no limit to the number of slides as long as your presentation fits within the 10-minute time limit.