



**WEST AFRICAN HEALTH ORGANISATION**  
**ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE**  
**ORGANISATION OUEST AFRICAINE DE LA SANTE**

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**SECOND ECOWAS GOOD PRACTICES FORUM IN HEALTH**

**26-28 October 2016, in Abidjan, COTE D'IVOIRE**

**Guidelines for Oral & Poster Presentations**

These guidelines apply to all the papers accepted for presentation during the first ECOWAS Good Practices Forum in Health. Presenters will receive an email acknowledging acceptance of their papers for either oral or poster presentation.

**1. Oral Presentations**

All presenters shall be required to submit their presentations in advance to the email: [fbps@wahooas.org](mailto:fbps@wahooas.org). All Presentation must be prepared in PowerPoint 2003 - 2007 (MS Windows) and saved as a .pptx file.

The following will strictly apply for all the oral presentations;

**Presentation Outline:**

- a) Title & Authors/Co-authors including affiliated institutions
- b) Introduction and Background
- c) Purpose and Objectives
- d) Materials & Methods
- e) Results/Findings
- f) Conclusion and key Policy recommendations

**Presentation Characteristics:**

- a) 10 minutes for actual presentation
- b) 5 minutes for Questions & Answers (Q&A)
- c) Recommended number of Slides – a maximum of 15 slides as follows;
  - i. Title & Authors : 1 Slide
  - ii. Introduction and Background 1-3 Slides
  - iii. Purpose & Objectives: 1-2 Slides
  - iv. Materials & Methods: 2-3 Slides



v. Results/Findings: 1-4 Slides

vi. Conclusion and key recommendations: 1-2 Slides

### **Further Instructions for Oral Presentations:**

On the day of presentation it is advisable that all presenters must check in at the conference Room preferably the day before their session to preview the presentation. In case the presenter is checking in on the day of his/her session, he/she is advised to come by at least 4 hours prior to the starting of his/her session. WAHO Technicians will assist with the upload of presentation and provide the opportunity to preview and/or edit the presentation if necessary. Each meeting room will be staffed with a technician who will assist with starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard. Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting either on a USB Flash Drive or Hard Drive (any brand that does not require drivers) or a Memory Card (Memory Stick, Micro Drive, Secure Digital, Multimedia, Smart Media, Compact Flash) as a safety backup for your talk.

If a presentation contains any video or audio, they must be coded using standard Windows codecs and embedded within your PowerPoint file. Included photos should be enlarged enough to show relevant detail. Patient confidentiality must be protected. No names should appear in illustrations. JPEG images are preferred file format for inserted images.

## **2. Poster Presentations**

All poster presentations must cover the same material as the abstract submitted.

### **Poster Outline (Total 1000 Words)**

- a) Title of the Paper (One line)
- b) Authors/Co-Authors and Institutional Affiliation (One or two Lines)
- c) Brief Introduction and Background (including Purpose and Objectives)- 200 words
- d) Materials & Methods- 200 words
- e) Results or Findings- 200 words
- f) Discussion- 200 words
- g) Summary/conclusions- 100 words
- h) Acknowledgments: include any sources of funding your received (Optional)- Less than 50 words
- i) References (Optional)- Less than 50 words

### **Poster Characteristics**

- a) **Size:** 36" by 48" (Inches)
- b) **Orientation:** landscape view (not portrait)
- c) **Background:** White
- d) **Clarity:** Posters should be clear, concise and readable from five feet away.
- e) **Font:** Arial



- i. Title: 85pt minimum
- ii. Names of authors and their affiliation: 56pt minimum
- iii. Sub-headings: 36pt minimum
- iv. Body text: 24pt minimum
- v. Captions: 18pt minimum

### **Further Instructions for Poster Presentations**

Poster presentations will be assigned unique identification numbers (IDs) known as the abstract number (also known as abstract final ID number). Poster presentations will be mounted on pre-numbered boards throughout the Exhibition Hall. These numbers define poster board locations. Presenters should display posters **ONLY** on assigned boards. We encourage the presenters to affix the abstract number to their poster presentation.

The presenters will be expected to discuss their work with participants visiting their poster during the time assigned to its exhibition. Should circumstances prevent a presenter from making a presentation, he/she must arrange for a co-author or colleague to present the poster and must notify the session chairperson and conference organizers. It is helpful to bring handouts of your poster to pass out to those who are interested.

