StaffWorks 2016 Preparation Guide  
for Poster and Session Presenters

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# Overview

This document is intended for anyone giving any sort of live presentation at the conference, be it at their poster or in a panel, talk, or workshop session. It provides steps you should take in advance of the StaffWorks 2016 conference to create the best poster, presentation, and slides, and to prepare so you can give the best talk you can.

Regardless of whether you're presenting a poster or giving a talk with slides:

* For detailed information on using the U-M logos, including UMHS logos, within official guidelines, please see the [Brand Standards](http://vpcomm.umich.edu/brand/) subsite from [Global Communications](http://vpcomm.umich.edu/).
* Your audience is university staff, from both the academic and health system sides of the house. These staff may interact with only other staff or with faculty, patients, or students as well, and can be just starting out in their careers to those who are approaching retirement.
* An electronic copy of your poster or slides will be available on the [StaffWorks website](https://hr.umich.edu/working-u-m/workplace-improvement/voices-staff/u-m-staffworks-best-practices-technology-conference) after the conference. Consider how someone might obtain important information *without* an interactive presentation.
* Provide contact information in your materials, such as an email address and phone number, so people who want more information can get it.

What else you need to do in advance depends on whether you're [presenting a poster](#h.tshkgraf26u0) or [giving a talk with slides](#h.x57qr06ineca).

# Create Your Poster

The StaffWorks 2016 committee have already provided you a poster template and will handle printing, delivery, and setup of your poster. You are responsible for taking your poster with you at the end of the conference if you want to keep it; posters left behind will be repurposed or recycled.

**The deadline for poster submission is Friday, April 8, 2016.** There will be a help session on Wednesday, March 23rd, from 12:00pm to 1:00pm, in Wolverine Tower (3003 S. State St.) training room 3 on the ground floor.

Please email your poster — which must be a 34x44-inch PDF attachment no larger than 80 MB (and no larger than 25 MB for UMICH Google Mail users) — to [staffworksposters@umich.edu](mailto:staffworksposters@umich.edu) on or before the deadline. [A properly-formatted PowerPoint poster template was provided in your acceptance email and on this web page](https://hr.umich.edu/working-u-m/workplace-improvement/voices-staff/u-m-staffworks-best-practices-technology-conference/staffworks-presenter-information). That email address will auto-upload the attachment (but not the subject or body of the email) to M+Box.

Posters submitted after the deadline will not be presented at the event due to the time involved in the printing and delivery process.

Please keep the following tips in mind when designing your poster:

* Keep things simple.
* Use graphics; limit the amount of text.
* Use highly contrasting colors so that people can read them in all lighting conditions.
* Use larger fonts whenever possible.
* Be careful to omit any potentially offensive images or language.

Effective posters demonstrate the benefits to your unit, the university, or both, and show how your approach or process might be applied in other units. Posters should highlight:

* Enhanced service to students, faculty, staff, patients, or families
* Saved time, resources, or both
* Increased effectiveness and efficiency
* Improved campus climate

How it advanced the campus strategic priorities.

# Create Your Slide Deck

Please keep the following tips in mind when designing your slides (a [template](https://hr.umich.edu/working-u-m/workplace-improvement/voices-staff/u-m-staffworks-best-practices-technology-conference/staffworks-presenter-information) is provided on this site):

* Keep things simple.
* Use graphics; limit the amount of text.
* Create your slides with a ¾-inch border so nothing is cut off on the screen.
* Note that the aspect ratio for slides is **4:3**unless otherwise noted. **(EDIT: this was incorrectly listed as 16:9)**
* Use highly contrasting colors on your slides so that people can read them in all lighting conditions.
* Use larger fonts whenever possible (nothing below 14 point font is recommended)
* Be careful to omit any potentially offensive images or language.

If you're presenting with others, such as on a panel, please have a single combined slide deck and coordinate who is speaking when.

Do not just read your slides during the presentation. Slides should generally be terse and may use fragments not sentences, if they even use text at all; your talk will provide the information omitted from the slides.

Please email your finished slide deck — which must be a Google Slides, PDF, or PowerPoint attachment no larger than 80 MB (and no larger than 25 MB for UMICH Google Mail users) — to [staffworksposters@umich.edu](mailto:staffworksposters@umich.edu) on or before the deadline of **Wednesday, April 27th**. That email address will auto-upload the attachment (but not the subject or body of the email) to M+Box.

# Rehearse Your Talk

Rehearse your presentation or talk in advance. Even if you're giving a 30-second elevator speech at your poster, having it prepared before the event will help you speak more clearly and concisely.

# Assess Your Technical Needs

The Ross Business School will provide StaffWorks with a podium computer (with a copy of your presentation that you provided in advance), LCD projector, screen, microphone, cables, extension cords, and Internet access in each room. If you have any other special A/V needs you **must** communicate those to the event planners ([2016StaffWorks@umich.edu](mailto:2016StaffWorks@umich.edu)) in advance and no later than **Friday, April 15th**.

# Questions

If you have any questions please email the planning committee at [2016StaffWorks@umich.edu](mailto:2016StaffWorks@umich.edu).