



L-Università ta' Malta
Faculty of
Medicine & Surgery

Department
of Pharmacy

Computer Presentation

ATTENTION FOURTH YEAR STUDENTS

Pharmacy Practice Project III

PHR 4120

Computer Presentation

Fourth year pharmacy students will be participating in poster discussion forums during the Pharmacy Symposium for which it will be required to prepare a poster and a five minute oral presentation.

Each student will be allotted 5 minutes.

Guidelines for preparing audiovisual aids:

1. The presentation should be handed in as Microsoft® PowerPoint 2010.
2. Presentation should include:
 - title of project
 - aims
 - methodology and setting
 - progress
3. Use simple fonts such as Arial or Times New Roman
4. Minimum font size 24, double spacing, bold type.
5. Use a dark background and do not use more than four colours per slide.
6. Use upper and lowercase letters rather than all uppercase.
7. Each slide should contain only one main idea, table or figure.

8. Do not write more than 6-8 lines per slide and **use the middle area** of the slide.
9. Use phrases rather than complete sentences.
10. Round numbers to the nearest whole number.
11. Limit tables to 5 rows and 6 columns.
12. In graphs label X and Y axes.
13. Provide headers for tables, figures, graphs.
14. References should be inserted consecutively as footnotes on the slide. References should be according to the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Please refer to:
http://www.nlm.nih.gov/bsd/uniform_requirements.html
15. Review slides for typographical errors, clarity and sequence.
16. Students who have a video in the presentation must contact Mr Eric Santucci to plan the video insertion before submission.

As a guideline you should attempt to present five slides excluding title slides.

Submit presentation on CD labelled with name of student and project title.