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**Instructions for Authors: Creating a Professional Poster and Voice-Over Presentation**

The National Association of Family Nurse Practitioners (NAFNP) is excited to showcase your work! Below are detailed instructions to help you prepare a professional virtual poster and accompanying audio presentation.

**Step 1: Develop Your Poster**

Your poster should visually summarize your project and be engaging, professional, and easy to understand. Feel free to use the NAFNP poster template available on the NAFNP Scholarship Committee website.

**Poster Requirements:**

* **Format:** Create your poster as a single slide in PowerPoint or similar software. Export it as a high-resolution PDF or PNG. USE THE NAFNP SLIDE TEMPLATE FOR THE TITLE SLIDE AND REFERENCES/ACKNOWLEGEMENT SLIDE.
* **Layout:** Use landscape orientation (16:9 recommended).
* **Slides to include:**
	+ Title Slide (Use NAFNP template slide including title of poster over author first and last name, credentials.
	+ Poster Slide
	+ References and Acknowledgements (Use NAFNP template slide.)
* **Sections to Include:**
	+ **Title**: Project title, authors, and affiliations.
	+ **Introduction/Background**: Brief context and significance of your work.
	+ **Objectives**: Key purpose or questions your project addresses.
	+ **Methods**: Summary of your methodology or approach.
	+ **Results**: Highlight key findings (if applicable). Use charts, graphs, or visuals for clarity.
	+ **Conclusion/Implications**: Final takeaways and relevance to practice or education.
* **Design Tips:**
	+ Keep text concise—use bullet points where possible.
	+ Use professional fonts (e.g., Arial, Calibri) with a minimum size of 24 pt for readability.
	+ Include visuals (charts, images, or illustrations) to enhance understanding.
	+ Maintain consistency in color scheme and layout.

**Step 2: Record Your Voice-Over Presentation**

Accompany your poster with a **voice-over presentation** that explains your work in a clear and engaging manner.

**Guidelines for the Voice-Over:**

* **Time Limit:** Maximum of **3 minutes**.
* **Structure Your Presentation:**
	1. **Introduction (30 seconds):** Introduce yourself, your title, and a brief overview of your project.
	2. **Main Content (2 minutes):** Walk through the key sections of your poster, focusing on the most critical points (e.g., objectives, methods, results, and implications).
	3. **Conclusion (30 seconds):** Summarize the significance of your project and its potential impact.
* **Tone and Delivery:**
	1. Speak clearly and confidently.
	2. Avoid jargon—explain complex concepts simply.
	3. Practice several times to ensure smooth delivery and adherence to the time limit.

**Recording Tools:**

* Use software such as PowerPoint (Narrate Slideshow), Zoom, or other screen recording tools to combine your poster with your voice-over. Ensure high-quality audio and screen resolution.

**Step 3: Submit Your Poster and Presentation**

* **Files to Submit:**
	+ High-resolution **poster file** (PDF or PNG).
	+ **Video file** with your poster and voice-over presentation (MP4 or similar.)
* **File Naming Convention: “**Category-Author Last Name, Author First Name (2025)”



* **Submission Deadline:** May 10, 2025
* **Submission Method:** Instructions for submission and the abstract submission form will be found on the Scholarship Committee webpage at <https://nafnp.memberclicks.net/scholarship-committee-home>

**Tips for a Compelling 3-Minute Presentation (Inspired by the Three-Minute Thesis):**

* **Tell a Story:** Frame your project as a narrative—what problem are you solving, and why does it matter?
* **Focus on the Big Picture:** Highlight the significance of your work rather than overwhelming details.
* **Practice for Precision:** Ensure your presentation flows naturally and stays within the time limit.

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