

✍ **Think about a presentation you attended that you felt was effective. Why was it effective? What did the presenter/speaker do? Make a few notes...**

✍ **What are your greatest concerns about giving a conference paper/poster/presentation?**

Advance Planning:

- ✓ Know your conference context: find out the amount of time you have, if you're on a panel or if it's a single paper presentation, what a/v aids need to be requested in advance, are there proceedings or are you expected to have papers to be handed out - if so how many.
- ✓ Know the conference culture: is it laid back, more formal, etc (ask other students and faculty), is there a discussant and if so when do you have to send your paper to them, what is the expected length of the paper?
- ✓ When you arrive at the conference find the room you'll be presenting in and check out the space.

Keys to Effective Presentations:

☺ **Timing is everything** - people can pay attention for about 15 minutes, after that their attention starts to wander. Every few minutes shift your tone, add a visual, take a breather (drink of water) to break up your monologue. Bring a small clock that you can easily see so you don't have to look at your

watch. Ask someone to let you know when your time is up. 2. ☺ **Avoid reading a prepared paper** - speaking what is meant to be read usually does not work very well, make speaking notes from your written text.

☺ **Cover Three Key Points:** do not try to cover in 15 minutes what you're written in 20-30 pages, e.g. a 12 page double-spaced paper usually takes about 15 minutes to cover.

Think of the 3 main points do you want to make and build on them, pace your talking.

☺ **Finding Your Voice:** speak clearly, keep breathing (write yourself a note in your speaking notes to breath), have water ready. If the room is noisy (overhead fans etc) or you have a quiet speaking voice, ask at the beginning if everyone can hear you, moderate your volume. If using a microphone speak a little above the mike about 1 inch away.

☺ **Make Connection:** look at your audience, not just at your notes or slides or powerpoint. Don't stand in front of the projector.

☺ **AV Aids:** see handout re slides (same rules apply to powerpoint). Know how to use it, practice.

☺ **Handouts:** provide handouts of your slides/PP

☺ **Learn from the Event** - have a colleague/friend take notes of questions and comments.

☺ **Building Networks** - bring some business cards or something ready to give to those who want to be in touch with you, etc. Have some paper ready for people to write their names and contact information.

☺ **Practice, practice, practice...**

☺ **Relax & stay in your body:** do whatever works for you to keep your nerves in check, meditate, breathing, take a walk outside, bring a rock to hang onto...

☺ **Have fun!**

