



Note: This presenter guide was originally developed for Innovation@work presenters, 2021. The information has been amended to suit generic Abstract writing requirements. Oral presentations intended for specific conferences should, where provided, adhere to the guidelines set out by the relevant organisers.

Oral Presentation Information Guide



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Part A: Oral Presentation Guide

An oral presentation is an opportunity to share your knowledge and projects with an audience and network with peers. But public speaking can be a little daunting! The following are some useful tips that will help you prepare for presenting at conferences.

Which conference?

Being accepted to present at a conference is a competitive business. Think about your topic, the intended audience (who would you like to share the work with/who would benefit from the knowledge) and do a bit of background research. A good way to get an idea of where to present is to investigate upcoming conferences through reputable sources. For example, some conferences may be known to you internally through your organisation Nursing and Midwifery Grand Round, speciality or peak professional body (Australian College of Perioperative Nurses: ACORN; Australian College of Nursing: ACN), and reputable journals (Australian Association of Gerontology: AAG). Alternatively, various 'upcoming conference' websites can be accessed.

Knowing your audience

Seems obvious enough, you're presenting to nurses, right? Overall, that might be true, however the language and examples used in your presentation should give some consideration to the make-up of the audience. Delegates could be from your specialisation; in which case an understanding of unique terms and narrowly focused issues may be clearly understood without much detail. However, delegates could also be from non-clinical, education and management areas, or from different specialisations. Ensure your presentation has sufficient background information and clear terms so that everyone understands it.



Content of your presentation

The oral presentation is an expansion of the information of content in the abstract. Please refer to the Abstract information guide for more detail on abstract content. A basic outline of how to align the two is presented in Table I.

Table I: Abstract and Oral Presentation

Abstract	Oral Presentation
1. Title	Introduction Capture your audience, establish a rapport, tell them what you will cover. Tell them the main points (that you will expand on). Provide any handouts.
2. Topic/reason for writing	
3. Problem or scope of project	
4. Study design/Approach/Methodology	Body Expand on the main points in a logical order. E.g. <ul style="list-style-type: none"> • Cause & effect→ problem & solution • Problem→effect→investigation→findings/plan/results • Problem→investigation→findings→plan
5. Results of predictions	
6. Conclusion/Implications	Conclusion Go over the main points of your presentation. Sum them up. Avoid introducing new ideas. *Find out in advance if organisers have included a question time. If so, now is the time to ask the audience.

While not intended for you to strictly adhere to, thinking about the presentation and abstract in this way may make it easy to decide on how to present the content.



PowerPoint

Oral presentation supported by PowerPoint slides tend to be the predominant method of face-to-face presentation. It is important to remember that the speaker is the main source of information, not the slides. Bearing that in mind, below are a few tips for PowerPoint:

- Limit the amount of information you put on each slide. There are a number of 'rules' around the amount of content per slide – however some of the most useful around these are: if it looks cluttered – it probably is, and people won't read it. If you must squint to read it – the audience won't read it at all.
- Avoid text in colours that are difficult to see (some pinks, yellows, and greens)
- A heading should be on every slide.
- A picture can tell a thousand words
- Use a minimum of 18-22 font to ensure ease of readability
- Just because PowerPoint has a myriad of gimmicky options does not mean you have to use them all
- Use a consistent colour theme and layout throughout the slides
- Check content on slides for error/typo's
- Practice your timing and delivery – use the practice timing function in PowerPoint

How many slides should I use?

The answer to this largely depends on your content, and the short answer is - it varies. Plan for about two-minutes per slide. Keep in mind the title slide and reference slide (if included) don't tend to take up a lot of time so you can factor some of that time into slides requiring more explanation. A 15-minute presentation works well with about 8 slides and a 20-minute presentation, about 10-12. Practice, practice, practice is the way to find out how many is appropriate in order to avoid coming up short or rushing through the content.



Presenting

You know your topic and have practiced your presentation. Breathe, and take it slowly.

Presentation style:

You know your stuff! Make notes to keep you on track but have confidence and try not to read verbatim from them, or your slides. While it is okay to look at them and reference these things, the audience will respond and engage with you talking to them, rather than the paper or screen.

Voice:

A desk microphone that does a reasonable job of capturing the speaker's voice. Better still if it clips on to your jacket or shirt. If a microphone is unavailable, or you want to walk around (and are distanced from the microphone) it's a good idea to practice projecting your voice.

Time:

Presentations are allocated specific timeslots throughout the day. Be mindful of your timeslot and practice your presentation beforehand to ensure you stay within your allocation.

What if I am asked a question?

Questions are great - the audience has been engaged in your topic! As a speaker it is good practice to:

- Ask the person to repeat the question if you didn't quite catch all of it.
- Repeat the question aloud yourself so that all the audience knows what was asked.
- Pause, and take a moment before answering so that your answer is clear.
- Be honest if you don't know the answer, and either: offer to investigate OR ask the audience for input.



- Pre-empt questions (ask colleagues prior) and think about your answers in advance.

Body language

Non-verbal communication is just as important presenting at a conference as it is at any other time. Wear something neat, casual/professional, and comfortable that makes you feel comfortable. No-one wants to watch 20 minutes of you fiddling with something that's uncomfortable. Alternatively, if the conference is intraorganisational – you might like to wear your uniform.

If you wear your glasses will you clearly see the audience/read your notes? Not all presenters are bothered if delegates appear with 'fuzzy' outlines, however for others it is distracting. Consider printing any reference notes a little larger if you decide not to wear your glasses.

Try to maintain eye contact with your wider audience. Repetitive focusing on one or two rows can feel a bit like being put 'on the spot'. Friendly and confident! The audience is interested to hear what you have to say.



Part B: Poster Presentation Guide

Posters are a common form of presenting project and research information in academic circles. Usually a conference poster is a combination of written and oral presentation. That doesn't mean a voiceover is embedded into the poster presentation (though in digital formats that's possible), more generally it means that you spend some time standing next to your work, talking to people and answering their questions as they come to read your work.

Poster presentation tips

Aim to:

- Provide a section on background to your topic
- Highlight the purpose, findings, implication, or outcomes of your work
- Have 2-3 main points that are the 'take-home' message
- Emphasise those points through use of the title, graphic displays, and text (be consistent)
- Make use of dot points
- Organise content from left to right
- Write acronyms out in full
- Think about questions you might be asked and how you might answer them in advance
- Add a title to any charts or tables
- Generate a poster title that is easy to read from a distance (at least 40 point typeset)
- Make the written text at least 14-point typeset
- Check for readability and grammar



Consider:

- Making a hand-out to accompany your poster (this could be your abstract with a few additional key points)
- Adding your contact information to the handout
- Using colour judiciously (but make sure text is an easy colour to read)
- Checking your graphics are high resolution (otherwise they will pixelate when printed out)

Avoid:

- Displaying very large chunks of text
- Jargon/acronyms where possible
- Providing statistic's without including an explanation of their significance
- Clutter/overcrowding the space

Poster Content

Include:

What – is your topic about?

Why – is it important/relevant?

When – did the work take place/is it ongoing (partially completed)?

Where – did the work take place?

What – was the outcome/findings?

What – are the benefit/implications of your findings?

Provide a 'what's next', or summary/conclusion of the work.



Poster Examples and Templates

Right click on [showcase template](#) and select *Open Hyperlink* to open the *Hospitals South & RHH – Style Templates* intranet page. Open the tab *Hospitals South Templates* → go to *PowerPoint Templates* and select *Showcase Poster*.

<Title of Quality Improvement Initiative>

<Names or people who contributed to this initiative and include the date>

Introduction

Firstly, **SAVE THIS TEMPLATE** on your USB / O drive before proceeding with design.
The page size of this poster template is 100x80cm landscape format.

If you wish to change the size of the poster modify through page set up function.

Aim

How to use this poster template...
Simply highlight this text and replace it by typing in your own text, or copy and paste your text from a MS Word document or a PowerPoint slide presentation.

The body text / font size should be between 20 and 32 points. Arial, Gill Sans MT.

Keep body text left-aligned, do **not** justify text.

The colour of the headings, subheadings must be 'showcase' red , text black.

Method

Tips for making a successful poster...

- Re-write your paper into poster format i.e. simplify everything.
- Headings of more than 6 words should be in upper and lower case, not all capitals.
- Never do whole sentences in capitals or underline to stress your point, use **bold** characters instead.
- When laying out your poster leave space around you text. Don't overcrowd your poster.
- Try using photographs or coloured graphs. Avoid long numerical tables.
- Spell check and get someone else to proof-read.

Results / Outcome

Importing / inserting files...

Images such as photographs, graphs, diagrams, logos, etc. can be added to the poster.

To insert scanned images into your poster, go through the menus as follows: Insert / Picture / From File... then find the file on your computer, select it, and press OK.

The best type of image files to insert are JPEG or TIFF, JPEG is the preferred format.

Be aware of the image size you are importing. The average colour photo (13 x 18cm at 180dpi) would be about 3Mb (1Mb for B/W greyscale). Do **not** use images from the web.



<Graphs / Images etc>

Tips about importing graphs...

For simple graphs use MS Excel, or do the graph directly in PowerPoint.

Graphs done in a scientific graphing programs (eg. Sigma Plot, Prism, SPSS, Statistical) should be saved as JPEG or TIFF if possible.

<Graphs / Images etc>

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Acknowledgements / Reference

Division/Unit



References

Cleary, M., Sayers, J & Kornhaber, R, 2016, Conference Presentations: Tips, Tricks and Traps, *Nurse Author & Editor* September (26), 3, pp. 1-10

Miller, J 2007, Preparing and Presenting Effective Research Posters, *Health Services Research*, Feb (42), 1, pp. 311-328

University of Technology, (n.d.) UTS: HELPS Higher Education Language and Presentation Support, Presenting your conference presentation [presenting-conference-presentation.pdf \(uts.edu.au\)](https://uts.edu.au/uts-helms/presenting-conference-presentation.pdf)