Presentation Tips

Congratulations to you as a 2008 Program Presenter! This means you need to be fully prepared, as your presentation leaves a lasting impression of your work. If it is interesting and vital, your colleagues will be inspired to seek you and your work in the future.

The following information is available for you to print out in PDF format:

**PREPARING A PAPER (ORAL) PRESENTATION** - pages 2-3

**SYMPOSIA/WORKSHOPS (CHAIR/PRESIDER RESPONSIBILITIES)** - pages 3-4

**INTERACTIVE ROUND TABLES** - page 4

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**PRESIDER/FACILITATOR/DISCUSANT RESPONSIBILITIES** - page 6

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These TIPS will help you prepare in advance for a successful presentation in whatever format you are presenting. Look for the format that has been designated for your presentation in this document, and read the instructions carefully.

**SPEAKER HANDOUTS**

Presenters of papers, symposia, workshops, and posters must bring 50 copies of a double-sided handout with them to the Conference. Presenters of round tables should bring 20 copies. You may use both sides of the paper. This should take the form of an executive summary of your main points. Include implications or practical ideas for 1 or 2 areas of policy, practice, or education. Bring a clipboard with a sign-up sheet for names and addresses of those who want further information. If you run out of handouts, e-mail or mail copies to those who request them. Suggestion: Bring a set of address labels or business cards for colleagues to "sign up" (saves you time later on.)

**PAPER PRESENTATIONS**

Paper sessions include 3 or 4 unrelated presentations during a 90-minute session. Each presenter has only 12-15 minutes of actual speaking time. A session presider/discussant briefly introduces each presenter. After all the presentations, the presider/discussant synthesizes the presentations and tries to develop audience discussion.

**Advance Preparation**

- **YOU WILL HAVE APPROXIMATELY 12-15 MINUTES TO ORALLY PRESENT YOUR PAPER.** Sessions are on a tight schedule and there are 2-3 other people presenting during your session. You must adhere to the time limit specified by your Section chair. As a rule of thumb, 6 typed double-spaced pages of typing with a 1" margin equals 12 minutes of speaking time.

  - Remember a paper delivered orally should be different in style from an article meant to be read in print. Use your printed-paper as a source, and prepare an outline from which you present your speech. Attendees do not like to hear papers read. However, talking off the top of your head can also be annoying.

  - Critical to the success of your speech are the first two and the final one-minute. Start with an attention getter (e.g. a story), and end with the ONE point you want your audience to remember about the talk.

- **The structure of a paper presentation** requires thoughtful planning. State your objectives and how you will meet them. In the first few minutes place your topic into an historical or developmental context. Summarize important key points at the end of each segment of the presentation. Emphasize the direction your research has taken, and the results and interpretation rather than techniques. **Present some practical applications of your work.** The audience prefers to receive both practical applications and theoretical material at a session.

- Send your complete presentation to the presider/discussant in your session by October 15.

- **Helpful hints for use of audio-visual equipment:**

  - Put ONLY your key points on overheads, slides, flip charts, or Power Point presentation. These should enhance your presentation - not supplant it.
● **USE A MINIMUM 42 POINT FONT ON ALL VISUALS !!!!**

● **Use no more than 6 lines per page on a PowerPoint slide.** Test it by putting the overhead or a printed copy of your PowerPoint presentation on the floor. If you can't read it standing up, the print is too small!

● Use AV aids and handouts into your presentation only to **enhance** and **support** it.

● Use simple color combinations. Be sure that they are not too dark or too light.

● Double space between each line of text.

● Letters should be bold, sans serif, and a combination of upper and lower case.

**Practice your presentation** before a small group of supportive colleagues to ensure an effective performance.

**Reserve needed AV equipment through NCFR by September 15, 2008. No rental fee** for Overhead Projector; Slide Projector; Multi-media/LCD Projector (2 outlets for computers and 2 outlets for VCR); Cassette Tape Player; and Flip Chart. Please check for availability of VHS Player & Monitor. **Student Presenters will be responsible for making their own arrangements for equipment if it is not ordered by the deadline.**

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**IF YOU ARE USING POWER POINT YOU MUST SEND A DISK, CD, OR EMAIL YOUR FILE TO CARL WILLIAMS carl6121@aol.com BY NOVEMBER 1. DO NOT BRING YOUR OWN LAPTOP. ALWAYS BRING A BACK-UP COPY OF YOUR PRESENTATION ON A CD OR JUMP DRIVE WITH YOU TO THE CONFERENCE.**

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**At the Conference**

**Arrive at your assigned room 10 minutes early to check in with the presider and coordinate last-minute details.** Familiarize yourself with the audio-visual equipment. Be ready to speak **before** the session is scheduled to begin. **Do not change room set-ups or move to a different room even if you feel it is not satisfactory. If there is a problem, have Judy Schutz paged.**

- When speaking assume that whatever catastrophes can happen will happen, so be flexible in preparing your speech. If catastrophes do happen, (i.e. a fire drill) use a little humor.

- Be an enthusiastic presenter. If you are not passionate about your work, don't expect the audience to be. Tell stories to illustrate your points.

- Never read the handouts verbatim. Simply refer to them, and rather engage participants in developing the outcomes.

- Establish eye contact with the audience; vary your presentation styles. Never read your paper. Prepare an outline from which you present your speech. Relax and enjoy yourself as you present your paper, and your audience will respond accordingly.

- **STAY WITHIN THE ALLOTTED TIME LIMIT WHEN PRESENTING YOUR SPEECH. STOP ON TIME.** Remember to be considerate of the other speakers’ time. Seven minutes is about the limit of audience absorption of a topic.

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**SYMPOSIA/WORKSHOPS**

A **symposium** is a discussion by experts on a particular topic in which opinions are gathered. The chair leads the discussion and introduces the panelists. A discussant summarizes and integrates the papers as they relate to each other and the topic. He/she also develops implications for policy and practice from the research. A **workshop** is a training session in which the speaker leads participants, through exercises or skills development in a given field. Workshops should present material that applies theory to practice.
Responsibilities of the Chair/Facilitator:

- **Start the session on time** even if people are still arriving.
- **Briefly** introduce each panelist and their topic.
- Keep the presentations and discussant comments to the specified time limit (12 minutes each).
- All panelists should be given an opportunity to speak before discussion between panelists and questions from the audience begin.
- Prepare questions in advance to evoke discussion of all sides of the issue. If time permits, ask for questions from the audience.
- **End the session on time.** Remind audience to have APA and NASW Continuing Ed forms signed before leaving the session.

ROUND TABLES

- The 90-minute round table sessions will be grouped by subject.
- The round table session begins with a short oral presentation by the first author of each round table.
- Following the oral presentation the leader will engage the group in a discussion of the topic.
- After 40 minutes the attendees will move to another round table for the remainder of time.
- **Audio-visual equipment cannot be used in round table sessions.**
- Do not read your handouts verbatim. You may refer to them, but allow the group to engage in the discussion.
- **BRING 20 COPIES OF A DOUBLE SIDED HANDOUT WITH YOU.** See page 1 for full instructions.

POSTERPRESENTATIONS

A poster is a **graphical, instructional display** containing a short abstract, headlines, charts, graphs, pie charts, and other illustrative information. It provides an opportunity for in-depth discussion of presenters with attendees. Posters are equal in merit to all other formats. **Poster sessions are 90 minutes in length.**

A winning poster is readable, eye-catching, attractive, and communicates information effectively and economically. Suggested guidelines:

**Content**

- Post a brief abstract (50 words) in the upper left-hand corner. (Use 24 pt. type)
- Select only the most pertinent data to report on the poster
- Include title, authors, author affiliations, email or other address, an introduction, a description of the methods used, and findings and conclusions. References and acknowledgements may also be included if there is space. Abstracts are essential and should be highlighted.
- Bring 75 two-page handouts that include the abstract and any supplementary information.

**Text**

- All text should be legible at a distance of 3 to 4 feet. Use at least a 24-point type size for the main text. The title type should be at least 1.5 inches high. (120 pt. type - double-spaced and bold).
- The title should be kept as short as possible so that it can be read quickly.
- Use upper and lower case type throughout the poster. All upper case type is more difficult to read.
Serif fonts (such as Times or Garamond) are generally easier to read in the body of the text. Sans serif fonts (such as Arial or Verdana) are best used in titles, headings, and captions for emphasis.

- Print all text using a laser printer.
- Use bold and/or italics and bullets for emphasis.

**Graphics & Illustrations**

- The poster is a visual format. Use graphical elements often.
- Keep graphics as simple as possible. More complex data can be presented in a handout.
- Photographs should be enlarged to be discernible at a distance of 3 feet and printed with a matte finish. They are more effective when used sparingly.
- Do not use hand drawings. Prepare them in advance of arriving.

**Layout**

- **Heading** should contain a brief abstract, title, and author(s).
- Keep at least a 1-inch margin on all sides.
- The main body of the poster should be between waist and shoulder height. The title, authors and author affiliations should be higher.
- Paragraphs should be no longer than 10-20 lines long. Break up longer sections of text with graphics or bulleted lists.
- Arrows can be used to guide the reader’s eye from one section to another.
- Use blank space to avoid a cluttered look, and to separate the elements of your poster.

**Color**

- Use color to emphasize elements and draw attention to your poster, but don’t use too many different colors. Using colored borders can increase the poster’s visual appeal.
- Text should be printed on a contrasting background (dark text on a light background, or light text on a dark background).
- Avoid harsh colors, such as neons.

**Presentation**

- Poster boards are 4’ high by 8’ wide, of fabric, and freestanding. The poster material can be mounted with pushpins, staples, or Velcro (which you as a presenter must supply). Velcro is especially effective for easy mounting. Please bring your own materials for affixing your materials to the poster board.
- All materials displayed should be self-explanatory; eye catching, and quickly communicate your message to the audience.
- Arrive 20-30 minutes before the session is scheduled to give you enough time to set up the poster.
- Set up the poster on the board with the number that corresponds to the number of your presentation as it appears in the conference program.
- Stay at your poster the entire session to give attendees a chance to talk with you about your work. Provide a sign-up sheet if you are willing to send people the full paper.
- Bring 75 copies of a 1-2 page executive brief handout with you to hand out.
- You are encouraged to leave your poster up until the close of exhibits at 5:30. (The Saturday posters will need to be taken down immediately following the session.) Do not leave the poster overnight, as the boards must be cleared for the next day’s session.
Read the biographical material obtained from each paper presenter before the conference. If you have not received the material from the presenter by **October 20**, go to NCFR's website at [http://www.ncfr.org/member/login.asp](http://www.ncfr.org/member/login.asp) to get the presenter information to contact the presenter. You may also contact Cindy Winter at [cindy@ncfr.org](mailto:cindy@ncfr.org) for the information.

- **Arrive 10 minutes before the session begins** to check out any equipment that may have been ordered and to meet with the presenters. (If the presenters have not ordered equipment in advance, they will have to make their own arrangements.) **Be sure speakers wear the lapel mike for recording purposes.**

- **Do Not Change Room Set-ups or Move to a Different Room Even If You Feel it Is Not Satisfactory.** If there is a problem, have Judy Schutz paged. If using power point, contact Carl Williams one day in advance to test it out.

- **Monitor the time flow.** Be sure that each speaker begins and ends promptly. Develop a signal process with speakers. Don’t delay beginning the session even if people are still coming.

- **Prepare a 1-1/2-minute introduction for each speaker and topic.** Be concise. Announce that APA and NASW continuing education applicants need to have their forms signed by someone at the NCFR Registration desk.

- After all the presenters have finished, try to synthesize the presentations and give practical implications from the presentations. Take no more than 7 minutes total. After you have completed your remarks, engage the audience in lively discussion. **End the session on time.**

- At the close of the session, complete a discussant/recorder form and turn it in at the registration desk.

### RECORDER RESPONSIBILITIES

- Keep a supply of speaker handouts and give to attendees as they enter the session.

- Take a count of those attending the session. **Complete a Session Recorder information form and leave it at the registration desk at the end of the session.**