

Presentation Tips

There are some people for whom public speaking is as natural as having a conversation with their friends. Conveniently, however, public speaking is an art that can be perfected with enough practice. Here are some things to consider before and during the presentation:

- Do not go over the time limit.
- Speak clearly and concisely. Be coherent. Do not ramble, play with the pointer.
- Know your audience.
- Dress appropriately.
- Make eye contact.
- Make sure that each slide is not cluttered with too much text and ideas.
- Graphs, tables, and charts should be clearly labeled and easy to interpret.
- Practice your talk to a variety of audiences, but do not memorize a script.

Design: A General Guideline

Here are some general guidelines to keep in mind when designing your presentation.

- Title (include authors and affiliations)
- Introduction (Background, Purpose, Hypothesis)
- Methods (A brief introduction to the methodology without too much technical jargon)
- Results (Use graphs/charts/table, provide an extra slide with a summary of the results, Explain the results)
- Conclusions/Discussion (Clear explanation of the results: can be bullet points)
- Future work (Provide information on where the project is headed)
- Pertinent references
- Acknowledgments

Poster Presentation Tips: Prepare:

- Make sure your poster is right for the setting, well organized, readable, and draws in the eye.
- Keep the design simple so that it is not a distraction.
- Know the size of the poster/poster board.
- Have copies of your poster ready on standard paper, that includes your contact information - the number of copies is usually about 1/3 to 1/5 of the number of attendees.
- Have an “elevator speech” prepared –the 2-3 sentences that summarize the main point of your work and why it is important/memorable. This can be done in several manners, but should be catchy, easily understood sound bites that include:
 - what the study is about
 - main point(s) of what you found
 - how it will influence something of importance [whatever that is –such as clinical care, the community, global health, research, your career, etc.]

At the time of the poster presentation:

- Stand in front of your poster or ideally at one side.
- Introduce yourself if there are multiple authors.
- Engage people as they come up –highlight the main points of your poster and deliver your elevator speech (this same speech may occur scores of times).
- Ask people if they have questions.
- Gather names/cards of people with whom you want further contact –collaborators, interested students and faculty, journal publishers, etc.