

# **Tips for Effective Presentations**

## **Tips for Being an Effective Discussant or Presider**

Congratulations to you as a 2009 Program Participant! 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.

There are also instructions for Discussant, Moderator, Presider and Recorder Functions.

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

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

**SYMPOSIUM/WORKSHOP PRESENTATION - page 4**

**ROUND TABLES - page 4**

**POSTER PRESENTATION - pages 5-6**

**PRESIDER/DISCUSSANT/MODERATOR RESPONSIBILITIES - pages 6-7**

**RECORDER RESPONSIBILITIES - page 7**



# INSTRUCTIONS FOR PROGRAM PARTICIPANTS

## 2009 NCFR ANNUAL CONFERENCE

Contact the NCFR Office if you have questions:

Toll free: 888-781-9331, ext. 23; Phone: 763-781-9331 or Cindy Winter at 612-759-8580

Fax: 763-781-9348; E-mail: [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org)

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 10 copies. You may use both sides of the paper. This should take the form of an executive summary of your main points. Be sure to 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 are 90 minutes in length with 3-4 papers being presented during the session; thus **each presenter has only 12-15 minutes of actual speaking time**. A session presider/moderator briefly introduces each presenter. Following all presentations in the session, the presider will tie the papers together and solicit discussion from the audience.

#### Advance Preparation

- **YOU WILL HAVE APPROXIMATELY 12-15 MINUTES TO ORALLY PRESENT YOUR PAPER.** Sessions are on a tight schedule and there are others presenting in 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 is 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.
- **YOU MUST SEND A COPY OF YOUR FINAL PRESENTATION TO THE SESSION DISCUSSANT/PRESIDER BY OCTOBER 15, 2009.** A reminder notice will be sent to you in early September that lists the email address of the person to whom you are to send the paper.

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

- ◆ **Put ONLY your key points on Powerpoint slides or flip charts.** 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 1, 2009.** A multi-media/LCD Projector (2 outlets for computers and 2 outlets for VCR) and laptop will be provided in all rooms. If you wish to use a CD Player, Flip Chart, and DVD or VHS Player contact **Judy Schutz** ([judyschutz@ncfr.org](mailto:judyschutz@ncfr.org)) at the NCFR office by September 1.

□ **IF YOU ARE USING POWERPOINT YOU MUST E-MAIL YOUR FILE TO CARL WILLIAMS AT [carl6121@aol.com](mailto:carl6121@aol.com) AND JUDY SCHUTZ ([judyschutz@ncfr.org](mailto:judyschutz@ncfr.org)) BY OCTOBER 15. ALWAYS BRING A BACK-UP COPY OF YOUR PRESENTATION ON A CD OR THUMB DRIVE WITH YOU TO THE CONFERENCE. DO NOT USE YOUR OWN LAPTOP AT THE PRESENTATION! NCFR projectors and laptops are all set up prior to the sessions for maximum quality.**

## **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. If there is a problem with the av equipment contact **Carl Williams or Chris Griffin**. There will be written instructions on the lectern that lists the cell phone numbers for Carl and Chris.
- **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, contact Judy Schutz.** There will be written instructions on the lectern that lists the cell phone number for Judy.
- Be ready to speak **before** the session is scheduled to begin. As you begin your presentation, please speak directly into the microphone.
- 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 your handout and Powerpoint 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.

## SYMPOSIUM OR WORKSHOP PRESENTATIONS

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.

- **YOU MUST SEND A COPY OF YOUR FINAL PRESENTATION TO THE SESSION DISCUSSANT/PRESIDER BY OCTOBER 15, 2009.** A reminder notice will be sent to you in early September that lists the email address of the person to whom you are to send the paper.

□ **IF YOU ARE USING POWERPOINT YOU MUST E-MAIL YOUR FILE TO CARL WILLIAMS AT [carl6121@aol.com](mailto:carl6121@aol.com) AND JUDY SCHUTZ ([judyschutz@ncfr.org](mailto:judyschutz@ncfr.org)) BY OCTOBER 15. ALWAYS BRING A BACK-UP COPY OF YOUR PRESENTATION ON A CD OR THUMB DRIVE WITH YOU TO THE CONFERENCE. DO NOT USE YOUR OWN LAPTOP AT THE PRESENTATION! NCFR projectors and laptops are all set up prior to the sessions for maximum quality.**

- If there is a problem with the av equipment contact **Carl Williams or Chris Griffin**. There will be written instructions on the lectern that lists the cell phone numbers for Carl and Chris.
- **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, contact Judy Schutz.** There will be written instructions on the lectern that lists the cell phone number for Judy.

### Responsibilities of the Chair/Facilitator:

- **Start the session on time** even if people are still arriving.
- **Briefly** introduce each panelist and his/her topic.
- Keep the presentations and discussant comments to the specified time limit (12 minutes each).
- All panelists must be given an opportunity to speak before discussion between panelists and questions from the audience begin.
- After all presentations are completed, try to tie the papers together and bring 1-2 ideas for implementation of the research to practice. Have a couple of questions prepared in advance to evoke discussion of all sides of the issue. Ask for questions from the audience and keep the discussion moving. Give everyone who wishes to talk or ask questions time. Keep questions and discussions to a specified time limit of 2 minutes; tactfully intervene if a person does not heed this.
- **End the session on time.**

## ROUND TABLES

- Attendees will be at one round table for the 60-minutes.

- The round table leader begins with a 10-15 minute overview of the topic.
- Following the overview, the leader(s) will engage all attendees in an interactive discussion.
- **No audio-visual equipment can 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 10 COPIES OF A DOUBLE SIDED HANDOUT WITH YOU.** See page 1 for full instructions.

## POSTER PRESENTATIONS

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 were scored using the same criteria and 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.

### 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 (presenters must bring their own materials to mount the poster).** Velcro is especially effective for easy mounting.
- 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 50 copies of a 1-2 page executive brief handout with you to hand out. It is also a good idea to bring a sufficient number of your business cards to hand out. It can also be helpful to bring a clipboard with you so that attendees can write specific questions that they may wish to have you answer after the conference. Encourage people to leave their business cards with you.
- You will need to take down your poster immediately after the session.

## PRESIDER RESPONSIBILITIES

- Read the biographical material obtained from each paper presenter **before the conference**. If you have not received the material from the presenter by **October 15**, contact your Section Chair or **Cindy Winter** at [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org) for this information.
- **Arrive at your assigned room 10 minutes early to check in with the speakers and coordinate last-minute details.** Familiarize yourself with the audio-visual equipment. If there is a problem with the av equipment contact **Carl Williams or Chris Griffin**. There will be written instructions on the lectern that lists the cell phone numbers for Carl and Chris.
- **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, contact Judy Schutz.** There will be written instructions on the lectern that lists the cell phone number for Judy.
  - ◆ **Start the session on time** even if people are still arriving.

- ◆ **Briefly** introduce each speaker.
- ◆ **Be sure speakers wear the lapel mike for recording purposes, and be sure that the speakers talk directly into the microphone.**
- ◆ Monitor the presentation and keep each speaker and discussant comments (if there is a discussant) to the specified time limit (12 minutes each).
- ◆ All speakers should give their presentations before the discussant speaks. Monitor the time limit of the discussant and following his/her remarks, begin asking for questions from the audience.
- ◆ When the audience asks questions be sure to repeat the question using your microphone so that everyone can hear the question, and those who will be purchasing any media will be able to hear the questions also.

## DISCUSSANT RESPONSIBILITIES

- Read the biographical material obtained from each paper presenter **before the conference**. If you have not received the material from the presenter by **October 15**, contact your Section Chair or **Cindy Winter** at **cindywinter@ncfr.org** for this information. If there is not a separate presider you will **prepare a 1-minute introduction for all the speakers**. Be concise.
- Arrive 10 minutes before the session begins to check out any equipment that may have been ordered and to meet with the presenters. Familiarize yourself with the audio-visual equipment. If there is a problem with the av equipment contact Carl Williams or Chris Griffin. There will be written instructions on the lectern that lists the cell phone numbers for Carl and Chris.
- **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, contact Judy Schutz.** There will be written instructions on the lectern that lists the cell phone number for Judy.
- **If you are serving as a facilitator (both presider and discussant) observe the following:**
  - ◆ **Begin the session on time** even if people are still arriving.
  - ◆ Briefly introduce each speaker.
  - ◆ Be sure speakers wear the lapel mike for recording purposes, and ask the speakers to talk directly into the room microphone.
  - ◆ **Monitor the time flow. Be sure that each speaker begins and ends promptly. Develop a signal process with speakers.**
  - ◆ All presenters should be given an opportunity to speak before any discussion between panelists and questions from the audience begin.
- After presentations are completed, try to tie the papers of the session together and bring 1-2 ideas for implementation of the research to practice. Do not use this time as a place to present your own ideas or research. Your task is to summarize and present “take-home” suggestions.
- Limit your remarks to leave plenty of time for questions and discussion from the audience. Have a couple of questions prepared in advance to evoke discussion of all sides of the issue. Ask for questions from the audience and keep the discussion moving. Give everyone who wishes to talk or ask questions time. Keep questions and discussions to a specified time limit of 2 minutes; tactfully intervene if a person does not heed this.
- Repeat the questions using a microphone. This is for the benefit of the audience and those who may purchase the session in media format.

## 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.
- Take notes during the session and prepare a write-up that will be emailed to the Section Chair after the conference.