

## Presenting your abstract

### General rules for every presenter

- Make yourself known to the chair person before the start of the session (go to the lecture theatre approximately 15 minutes before the start of the session to do this)
- Check if there are any changes to the programme
- If you are replacing a presenter who could not make it, bring this to the chairperson's attention before the start of the session
- Familiarise yourself with the AV system in the room. Ask the technician to explain the function of the buttons on the lectern etc
- Prepare your talk, rehearse and time yourself as many times as possible until you feel comfortable. You could tape your talk or video it.
- Ask a colleague to listen to your presentation and discuss your lecture with them

The results, especially the conclusions, are what you want to communicate.

### Your slides

A basic 15 minute scientific presentation should be between eight and twelve slides with two slides for tables, figures or graphics

- 1) Slide one – introduce author, group, title presentation
  - 2) Slide two – disclosure
  - 3) Background
  - 4) Research questions: rationale for doing this study
  - 5) Study design: retrospective, randomised and so on
  - 6) Inclusion and exclusion criteria: describe the study population
  - 7) Materials and method: describe patients, technique, statistics and so on
  - 8) Results: based on good statistics
  - 9) Conclusions: in relation to the research questions
- Remember you are the focus not your slides, do try where possible not to read from your slides.
  - Font size should be at least 30 pt and the appropriate fonts should be used.
  - There should also be a standardised font throughout.
  - Too much text looks busy and is hard to read.
  - Check figures diagrams tables are legible from a distance.
  - Avoid using all the features of power point such as different transitions for each slide

Try to avoid white backgrounds; a mono-colour background like blue is best. The most important factor in reading text is contrast, e.g. black on white, white on blue, NOT red on blue

### Delivery

- Delivery is important; speak to one person at a time instead of scanning the audience.
- Speak in short sentences as much as possible; this will help you be clearer.
- Speak slowly, emphasising key points of your lecture by slowing down.

### Content

- Try to focus key elements of what you want to say. You can practice this by explaining to a colleague in only three sentences what you plan to say.
- Write down what you want the audience to learn or remember from your lecture.

- Always decide how much you are going to say.
- Distinguish main points from side issues.
- Do not present conflicting items unless you want to discuss these conflicts.
- Decide the sequence you will use.
- Only use data or arguments that will lead to the conclusion of your lecture.
- You are trying to tell a story.

## Structure

**Introduction:** should include an overview of what we already know and the purpose of your lecture in relation to this.

**Body:** main points and data that support your message and conclusion.

**Conclusion:** follows from the points you have presented in the body. Never present a conclusion that is not supported by the data.

## How to keep you audience focused

- Cross references: make cross references to things you have discussed earlier in your talk.
- Transitions: do not jump from one item to another without connecting them, make logical transitions.
- Repetition: Repeat themes or items, which you have discussed earlier in your talk.
- Rhetorical questions: you can incorporate one or more rhetorical questions in your talk and let the answer be the start of the next paragraph in your lecture
- Internal summary: pause at major transitions and recapitulate what has been said before you move on to your next item in your lecture

## Handling questions and answers

This is a great opportunity to illustrate your knowledge and to repeat the important parts of your lecture

- Some find it helpful to paraphrase the question before answering it, it helps you to understand the question and gives you extra time to think about it
- Try not to get into a discussion with the audience