

Why do we do presentations?

TYPES OF PRESENTATIONS (WITH STRENGTHS AND WEAKNESSES)

- Poster
- Roundtable
- Paper

DO'S

- **Acknowledge** co-authors, funding agencies, etc.
- **Present** the paper, do not read it
- If you are worried about remembering what to say, create **visual cues** for yourself (e.g., powerpoint slides, overheads)
- Use **visuals and handouts**
- Keep the message **simple and clear**
- Stick to the **time limits**
- Follow a **path** in the presentation
 - Introduction/background and AIMS of research
 - Theory and literature
 - Data and measurement
 - Results
 - Conclusions and future research
- Keep in mind that the audience does not know what you mean to say
- If doing qualitative research, be sure to use significant quotes from the research
- If tables are overly complicated, **condense** the findings into simple tables or graphs but have copies of the real tables on hand for interested people
- Learn to **read audiences** as you are presenting
- Use **“they”** rather than “he” or “she”
- **Dress** professionally

DON'TS

- Do not speak **too quickly** or **rush** through parts of the presentation
- Avoid **distracting habits** (e.g., playing with hair, shifting stances)
- Do not assume too much **knowledge** on the part of the audience
- Do not include **too much material**; often presenters underestimate the time it will take to present what they've prepared

QUESTIONS

- Attempt to answer all questions to the best of your ability but do not be afraid to say **I don't know**
- Take every question **seriously** even if you feel the time doesn't warrant it
- If you don't know the answer to a question, **return it to the asker**
- **Make notes** of the questions, you never know when they may be useful
- At roundtables, ask **questions and make comments** of other papers as it's good etiquette to do so