



## GUIDELINES FOR ORAL PRESENTERS

The purpose of your presentation is to leave the audience with a message.

Please do not attempt to fill the technical content of your paper into your slides.

- ☉ Choose one to three key messages or themes from your paper that you would like the audience to remember, and aim to impart just those messages.
- ☉ Remember that your audience will be listening to up to 15 presentations each day.
- ☉ Nobody will remember everything from every slide – you'll be lucky if they remember one thing about your talk, so make that one thing stand out and count!
- ☉ Those who are interested in the detail can and will read your paper.

**“If I had only one tip to give, it would be to be passionate about your topic and let that enthusiasm come out. Yes, you need great content. Yes, you need professional, well designed visuals. But it is all for naught if you do not have a deep, heartfelt belief in your topic. The biggest item that separates mediocre presenters from world class ones is the ability to connect with an audience in an honest and exciting way. Don't hold back. Be confident. And let your passion for your topic come out for all to see.”**

*Garr Reynolds, author of Presentation Zen*

**More excellent tips for oral presentation can be found here:**

Preparation:

<http://www.garrreynolds.com/Presentation/prep.html>

Delivery:

<http://www.garrreynolds.com/Presentation/delivery.html>

Slide design:

<http://www.garrreynolds.com/Presentation/slides.html>

## ORAL PRESENTATIONS: Slides for review

You are invited to submit your PowerPoint slides for review if you would like no later than Friday 2 March 2018. They will be reviewed based on the principles of slide design referred to above, and in particular the following:

**Screen size:** Wide screens will be used at the conference so please set all PowerPoint presentations to 16:9 ratio.

**Layout:** Presenters may use any preferred or corporate style for presentations. However, advertising of the presenters' organisation(s) is to be limited to name and logo only and must be

secondary to the information to be imparted. Commercial advertising of products or services is not permitted.

**Font:** To ensure readability, all on-screen text should be no smaller than **20-point**. Please use font colours that contrast well with the slide backgrounds. Test visibility by looking at the presentation on a computer monitor from about 2m away.



**Content:** Your presentation is for the benefit of the audience. But boring an audience with bullet point after bullet point is of little benefit to them. The best slides may have no text at all. This may sound insane given the dependency of text slides today, but the best PowerPoint slides will be virtually meaningless without the narration (that is you). Remember, the slides are meant to support the narration of the speaker, not make the speaker superfluous

**Presentation Style:** Presentations should avoid containing too much text and graphics on one slide. If necessary, split the material into multiple slides. Remember that presentation is a **visual and aural medium**; make strong use of charts, diagrams, photos, etc. and your own spoken commentary, rather than too many written words. Don't present whole paragraphs from your paper unchanged.

**Graphics:** Presenters should take advantage of the presentation medium to help illustrate concepts. Complex charts and diagrams from your paper should be simplified further for on-screen viewing and use larger font sizes. Don't simply copy and paste the same graphic elements.

Please send your draft PowerPoint presentation to [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz) if you wish to have it reviewed **no later than Friday 2 March 2018**.