

## Presenting a Paper

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### Tips on Creating Your Slides

<http://www.wap.org/journal/slideology/>

slide:ology: The Art and Science of Creating Great Presentations – Nancy Duarte (2008)

### Pet Peeves

When a person:

...Reads their paper without pause or looking up

Remediation:

Look at the audience

Engage in a conversation

...Reads their slides (Slides are not a written report.)

Remediation:

Follow design principles

Bullets, 7+3

Put text in notes

Minimize distractions (e.g., animation/sound)

Spell check

Education vs. entertainment

Expository lump vs. interaction

...Provides a slide with many numbers (e.g., a table) and does not point out what to focus on/provide meaning for the data

Remediation:

Point out what is significant

Turn data points into information

...Has too much material for the time allotted (Leaves the audience feeling clubbed.)

Remediation:

Create a timeline (see sample)

Introduction

Tell the audience what to expect/ground rules (e.g., questions at end)

Give them the essential information to meet your objectives

Summarize

Questions

Apply the rule 1-2 minutes per slide

Move non-critical slides to section after “Questions?”

...Takes the murder mystery approach but provides insufficient information

Remediation:

Who what when where how why

...Speaks softly, hesitantly, and timidly, i.e., “Don’t hurt me” (The audience cannot hear what they have to say.)

Remediation:

Speak with authority

...Apologizes

Remediation:

Accept Murphy’s Law: Life happens

...Doesn’t allow time for questions

Remediation:

Practice your presentation out loud with someone who does not know the topic

### **Handling Questions**

Guideline: Hear the question. Listen and think for a moment, then respond. A thoughtful pause is appreciated. You are giving the question the consideration it deserves.

A question is not on topic (irrelevant to your objectives or distracting). Set boundaries:

That is not central to this presentation. I would be glad to discuss that with you afterwards.

The question is relevant, but the answer is too long and involved for the time allotted.

That is a very involved question. Let’s talk after this session.

The question is relevant, but it cannot be answered without further investigation.

That is a good question, worth looking into.

The question is relevant, and you intend to answer it through further investigation.

I don’t know, but I intend to find out.

### **Technical Issues**

Room set-up

Classrooms designed to provide presentations from a server

Can also accommodate CD

May accommodate a jump drive (depends on thickness)

May accommodate a laptop

Classrooms on the 7<sup>th</sup> floor require a separate projector

Remediation:

Check out the room ahead of time

Take advantage of the speakers’ room

### **Parting Thoughts**

Attitude: Pay attention to me.

If crowds bother you, don’t think of the audience as made up of a number of individuals, think of the audience as one entity.

## SINI 2014

It is OK to have fun. Your presentation is a task. You have a goal, a message you wish to convey. This is not a life or death situation. You are joining people with similar interests in a conversation about a topic you really enjoy. Be ready to share the enjoyment of that topic with others.