

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

At the conference

Upon arrival at The ACC, please make your way to the registration desk located in the Foyer of The ACC to pick up your delegate bag which will contain the full final programme and the abstract book in hard copy.

Please note that the registration desk will be at its busiest on Tuesday morning between the hours of 07.30 and 09.00, so please ensure you arrive with plenty of time to pick up your delegate bag before conference sessions begin. If you are in Liverpool on the Monday night, you can pick up your delegate bag at the registration desk from 16.00 till 20.00 to avoid the queues on Tuesday.

Please check your presentation into the speaker preview room **at least 2 hours before your talk. I highly advise you to bring a backup of your presentation on either CD-ROM or USB memory stick in case of equipment failure.** There will be PowerPoint facilities in all conference rooms - **if you require any equipment aside from this please let me know.** AV technicians will be available each day so that presentations pre-loaded on conference laptops may be viewed by speakers and they will be on hand to sort out any formatting issues should they arise. For those speakers due to present in the early morning sessions on Tuesday 29 April 2014, the speaker preview room will be open from 16.00 until 20.00 on Monday 28 April 2014, if you are unable to upload your session on Monday or at least two hours before please go directly to the hall/room that your session is taking place in and the technician will upload your presentation directly.