

ENERGI 2009

ORAL PRESENTATION GUIDELINES

General principles

- ALL oral presentations will be a total of 15 minutes. Speaking time will be up to 12 minutes to allow time for questions after each speaker. Session chairpersons will adhere strictly to this timing!!
- Start your talk by outlining your presentation and finish with a summary and conclusion.
- Ensure your talk is logical and flows coherently.
- Remember the audience is multidisciplinary – not everyone will understand hermeneutic phenomenology or z-scores, so keep jargon to a minimum.
- Present your talk with energy and enthusiasm – the audience will pick up on this and engage with you better.
- When speaking, make eye contact with the audience and be aware of how fast you are speaking – it generally helps to slow down your pace and take a few deep breaths.
- If you have questions you want feedback on, include these at the end of your talk to facilitate discussion with the audience.
- There will be three prizes awarded on the day
- PRACTISE your talk with colleagues to fine tune it and get the timing right.

Preparing audiovisuals

- Use the slides as a support to your talk by putting down key points that you can elaborate on – rather than simply reading what is on the slides.
- The overall number of slides should not exceed around 12.
- Most slides should use bullet points rather than a lot of text.
- Around 6 is a good number of points for each page. Font size should be 28-32.
- Avoid excessive use of animations (such as text flying in from left, right and centre) as it is distracting to the audience.
- Avoid complicated sound and video clips unless they are crucial to your presentation.
- If using graphs, make sure people will be able to make sense of them from the audience – not too small or complex.
- Check the colour of your text and backgrounds – common approaches are yellow text on blue background or white text reversed on dark background. You do not have to use these but just check what you have chosen for readability/legibility.
- PRACTISE your talk with slides to fine tune and get the timing right.
- PowerPoint projection, a laptop and screen, microphone and lectern will be provided for all speakers on the day.
- You will need to send your presentations via email or CD prior to the conference – see below.

Sending in your slides

- We will not have a large AV support team on the day so will need to have all presentations loaded up in advance of the conference.
- Please save your presentation as: “**ENERGI 2009 SurnameFirstInitial.ppt**” e.g. “ENERGI 2009 SmithJ.ppt”.
- Email to energi09.sphc@med.monash.edu.au by **Friday October 2nd, 2009**.
- Bring a copy of the presentation with you to the conference on either a CD or memory stick as a back-up.
- Handouts/hardcopies of slides can be handed out.