

## Guidance for Oral Presenters

### Preparation of presentation

Please note that rooms will be set up with projection equipment, lectern and where required, sound system.

1. Know your audience:
  - a. The International Nursing Research conference 2019 attracts delegates from around 20 countries and includes academics and healthcare professionals with an involvement or interest in nursing research. Delegates can be working in clinical practice/research teams, education or management.
  - b. You should ensure your presentation has enough 'background' information that everyone will understand it.
2. Concurrent presentations should be a maximum of 20 minutes in length to ensure there is 5-10 minutes for questions at the end. Practice beforehand so you are sure it is the right length and you are very familiar with the content.
3. Your slides
  - a. Don't have too much detail on them – use bullet points which indicate the main points you are making and then talk around these points.
  - b. Don't have too many slides – for a 20 minute presentation where you are presenting your main points on each slide you probably can only get through 7-10 slides (unless you are using some which are very quick to show – such as a picture of your hospital)
  - c. For your first presentation you might want to avoid using video clips etc. unless you have had expert advice about how to embed/include them. If you are including them, it is always best to have a back-up plan in case they don't play on the day (so when you practice, identify how you'll do the presentation without the video clip(s) playing).
  - d. Pictures and diagrams can 'liven up' a presentation and help illustrate the points you are making – take care that the detail can be seen if using graphs though.
4. Content of presentation – this will vary slightly according to your topic, but some general points apply to most if not all:
  - a. Start by introducing what you will be talking about and include any explanation of terms which the audience may be unfamiliar with.
  - b. If you are talking about your service/workplace – provide enough information at the beginning so that the audience can understand what you do (so for example – 'a 28 bedded ward of 4 six bedded bays and 4 single side rooms in a local hospital with 400 beds'). Remember that overseas nurses may not understand how the NHS works, so this may need explaining depending on your topic.
  - c. Once you have established the context of what you are going to cover – use the main part of the presentation to explain/discuss this. If you are talking about role or service development – provide enough detail so that the audience can determine whether what you are saying might be applicable for their own role/area.
  - d. At the end, summarise your main points and the learning you want to get across.
5. When you first complete your presentation you might want to have very detailed notes to go with it, or even a script. However as you practice and get familiar with the content, it's better to have some shorter notes to take to conference with you – reading out long notes during your presentation as this will be off putting for the audience. It may get

tedious but the more you practice your presentation, the more familiar you will be with it and the more confident on the day.

## Presenting at the conference

1. Please provide a copy of your presentation either the afternoon prior to your presentation if it is am or, on the day of your presentation. The events team will direct you to the Speaker preparation room where the AV team will take your presentation from you to load and test any video clips etc are working – it is often best to bring copies on a USB/ memory stick and also to e-mail it to yourself in case the memory stick does not work (or save it to online storage such as Dropbox)
2. If you have notes to go with your presentation – make sure you have more than one hard copy, in case you lose one.
3. Ensure you arrive at the conference in plenty of time if you are arriving on the day. This will enable you to check out where and when you are presenting in advance – ideally when you first arrive at conference.
4. If you are presenting a concurrent session – go to the room before your presentation starts. This will allow you to introduce yourself to the chair of the session (and reassure them that you are around), as well as checking your presentation has loaded correctly.
5. It is a good idea to stay in for the other presentations in your session stream, especially if you are second or last but this isn't mandatory.
6. Presenting:
  - a. Remember you know more about your topic than anyone else in the room – be confident!
  - b. Switch your mobile off/to silent
  - c. Check at the beginning that people at the back can hear you
  - d. Don't announce you are very nervous or apologise that it's the first time you've presented – no-one need know, and if you've prepared you will be fine!
  - e. Don't turn your back on the audience to read the presentation on screen – its ok to do this occasionally but becomes off putting for the audience if you do it too much. It is better to look at it on the laptop – especially to check you have moved the slides on in your presentation.
  - f. Refer to your notes if you need to, but don't read them out – you lose eye contact with the audience.
  - g. Eye contact is important – but do look at all the audience, as eye contact with just one or two people can be unnerving for them
  - h. If you lose your place or forget what you are going to say – relax – no-one else knows what you are going to say, so if you pause for a moment and say something relevant it doesn't matter if it's not exactly what you had planned/rehearsed.
  - i. Keep to time, session chairs have the right to stop you at the end of your allotted time, whether you've finished or not. You might want to put your watch on the table near the laptop (the chair may also warn you when 5, 2 and 1 minutes are left).
  - j. Once you've finished there will be a few minutes for questions – it's fine to ask for clarification if you don't understand what's being asked. If you don't know the answer then be upfront about this, but indicate how the questioner might find out the answer (or indicate how you will find out and let the questioner know).

- k. Even after questions have finished some people may still come up to you and ask you questions they didn't want to ask in front of the audience – so it's worth hanging round for a minute or two during the transition break.
- l. Enjoy the feeling of having completed your presentation!

**Any questions?**

If you have any questions or would like further advice or guidance please contact:

[research@rcn.org.uk](mailto:research@rcn.org.uk)