

SGIM ANNUAL MEETING ORAL PRESENTATION TIPS

Speaking offers you the opportunity to present an idea or concept, but lecturing to large audiences requires skill & planning.

Here are some simple guidelines:

1. Observe the deadlines from the SGIM office!
Make sure you disclose any and all *real or potential conflicts of interest* you have relative to the subject before beginning your presentation on your first slide.
2. Keep your audience in mind as you prepare and deliver your presentation.
3. Communicate the specific objectives of your presentation at the beginning.
4. Make sure you are comfortable with the equipment you will be using: microphone, computer, laser pointer.
5. Place the microphone properly. If you can't be heard, the audience cannot learn what you have come to teach!
6. Face the audience, not the slides or graphics you are showing.
7. Do not read your presentation *verbatim* from your notes or slides.
8. Use the laser pointer judiciously and move the pointer slowly when you use it.
9. Repeat or re-phrase questions before answering during a Q&A session. This involves the entire audience in the process, not just you and the questioner.
10. Try to establish eye contact with members of your audience in various areas of the room.

Please Note the following:

SGIM does not require you to provide your PowerPoint files in advance of the meeting. All you have to do is bring your presentation file(s) on a flash/thumb drive to the Speaker Ready Room in Room 101 A/B of the Minneapolis Convention Center the day before you are presenting.

If you would prefer to send your presentation file(s) earlier, or if you have any questions regarding the delivery of your files, please contact Joseph Kinney with CMI Communications at @cmiav.com.

If you do not, please arrive at your designated room at least **15 minutes prior to the start of your session** (not your presentation time, the start of the session, which may be different). An A-V technician will be present, and they will upload your files onto the laptop provided.

Scientific Abstract / Vignette Presentations, suggested slide organization

Scientific Abstracts	Clinical Vignettes
Title, Authors and Affiliations (1 slide),	Introduction and Learning Objectives (1—2 slides)
Introduction and Objectives (1-3 slides)	Case Description (2—4 slides)
Methods (2-4 slides)	Discussion (2—4 slides)
Results (2-4 slides)	Learning / Take Home Points (1 slide)
Strengths and Limitations (1 slide)	
Conclusions (1 slide).	

Good Slide Design

- Two simple slides are better than one complex slide.
- Two (2) facts per slide -
Plan for one slide per every one to two minutes.
- Standard Design:
Six lines of text per slide (or fewer)
- Be selective with graphics, they should support, not detract from your information.

Color:

Do not use black and white PowerPoint slides. Use basic colors with high contrast between your background and text colors. Dark blues or greens with white or yellow text are recommended. Do not use more than three colors on a single slide, if possible. When choosing text color, avoid pastels, which cannot be seen by color-impaired audience members, and red, which does not project well. Highlight sparingly, using bright yellow.

Font and Font Size:

For lecturing in a large room, a title font size of 40 or 44 point and a main text font size of 24 - 36 point work best; 18 point text may be legible, but only with difficulty.

We recommend using a sans serif font for your slides (examples: Arial, , Tahoma or Verdana). Avoid using **bold** and *italics*. Simple is better.

Graphs and Charts:

Remember - using material from a publication may violate copyright laws unless the publisher grants permission or you are the original author.

Create your own graphs and charts.

For slides with a two-column table, the maximum number of rows should not exceed five; for a three-column table, the maximum number of rows should be three.

Graphic Design Tips:

Graphics can enhance your lecture, helping *you* maintain audience interest, and helping *the audience* remember important points. Do not design graphics to serve as your lecture notes.

When presenting in a large meeting room or ballroom, design your graphics so they are legible to the person in the last row.

Make sure that the information on your graphs, tables or figures matches your text on the slide

Practice, practice, practice! Public speaking is an art. If you think you are speaking slowly, speak more slowly! Prepare a concise presentation that fits within the allotted timeframe without rushing.

ONLINE ADVICE

Check out this website:

[://www.swarthmore.edu/NatSci/cpurrin1/powerpointadvice.htm](http://www.swarthmore.edu/NatSci/cpurrin1/powerpointadvice.htm)