

# The following is presented as suggestions for the BECC Conference

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For more information or help contact:

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or by calling 608-216-7164

# How long?

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- 5 minutes for presentation,
- ...more on this in a few slides



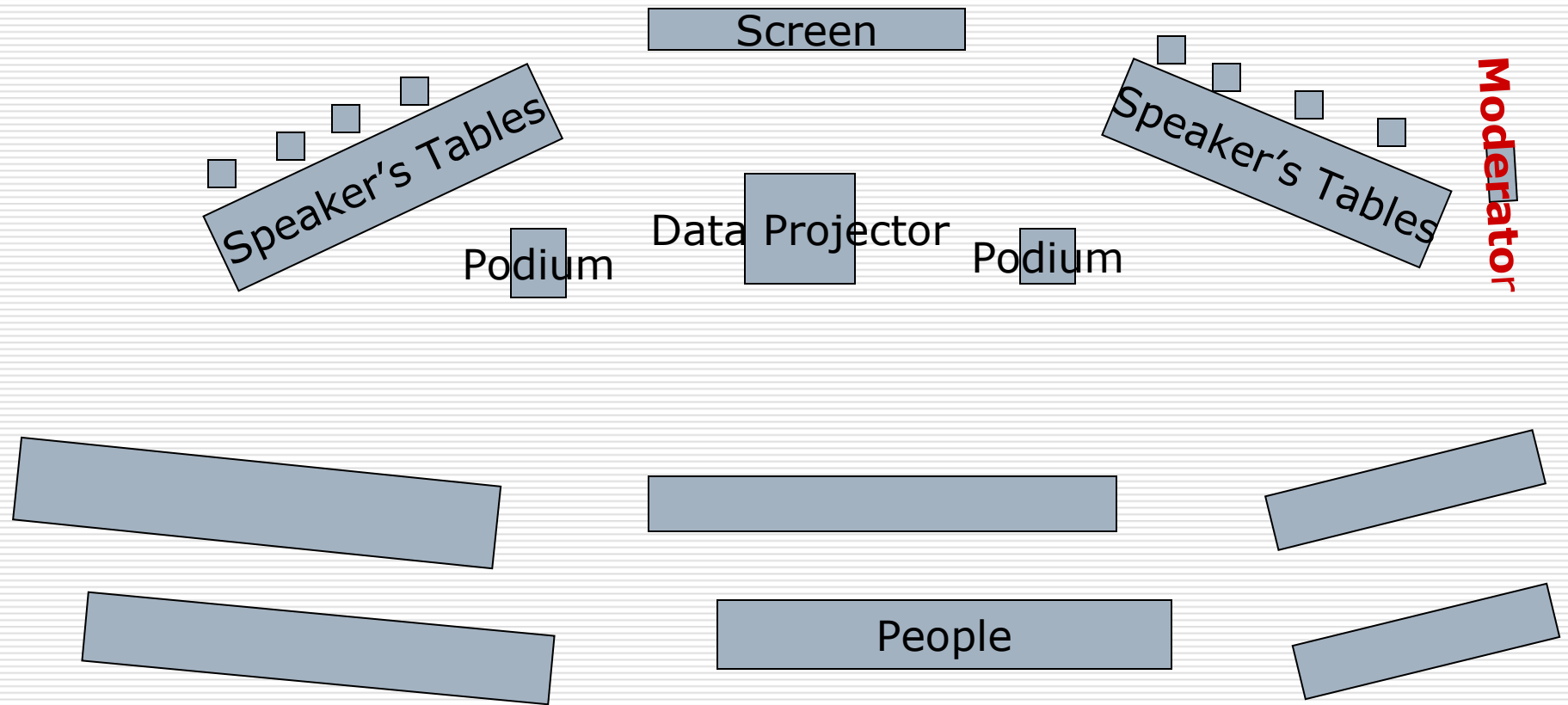
# In the Room

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- ❑ There will be a table for four on either side of the room (see next slide)
  - ❑ Two table mics for questions on each table
  - ❑ Two podiums and podium mics
  - ❑ One computer
  - ❑ Data projector, screen, pointer and clip on mic (the AV will be linked to a master unit)
  - ❑ Speaker Timer
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# This is How Your Room Will Look

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# In the Room

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- You will be asked to sign a sheet that allows us to post your slides and to audio & video record the session for posting on the website. You can decline.
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# In the Room

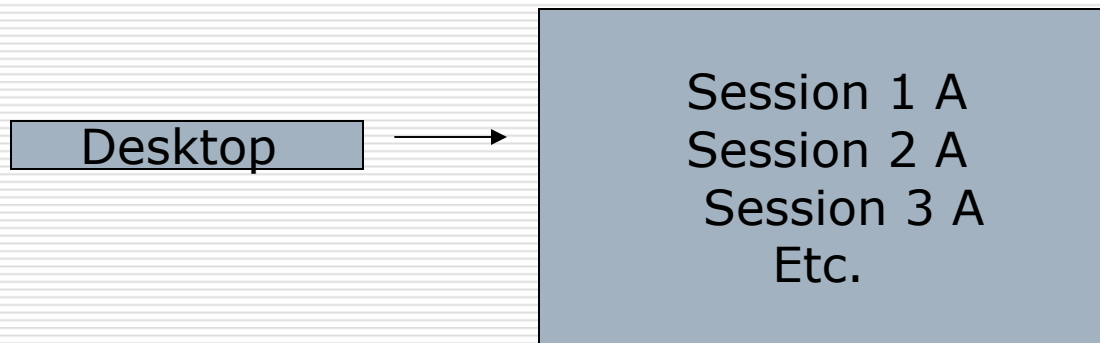
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- ❑ There is a room manager in addition to your session moderator. The room manager will explain how the time clock works.
  - ❑ If you need lights dimmed, the room manager can do it.
  - ❑ Your moderator and room manager are there to help you stay on target
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# On the Desktop

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- ❑ You should have a file folder with your session's name on it
- ❑ Save your presentation in that file folder
- ❑ Run through quickly to make sure it is not family photos



# Tips For Creating Your 5 Minute Presentation

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Use the tips in this set of slides and your work should look more:

- Professional
- Useful
- Credible
- Interesting

And, you will be in control of your room and presentation

# How to Open—What's New!

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- ❑ You have 45 seconds to capture attention
- ❑ Why should they listen (what is in it for them)
- ❑ Why the work is important
- ❑ What you want them to remember



# Unlike jokes

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- Don't wait till the end of your talk for the punch line—tell it now!

Perfect Bread



And...



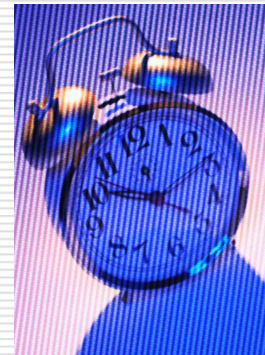
No  
Radiation  
Poisoning

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# Content—3 minutes, 2 slides

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- Describe the need for the work, what was the problem
  - What did you
    - do
    - find
    - learn
  - How might others use this work



# Closing-Keep it Simple

## 1 Slide 45 seconds....

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1. In Closing...watch the heads pop-up.



2. Why they should come and introduce themselves and get your card

3. The "big" point!

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# And Now to Look Good

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- The following is general information for creating a presentation in any setting
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# Tips on Opening

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- ❑ Ask a provocative question
  - ❑ Note something relevant that has just happened in the news
  - ❑ Use an appropriate quote
  - ❑ Do not try opening with a joke unless you are really sure of the joke
  - ❑ Cite a startling, interesting fact that relates to your work
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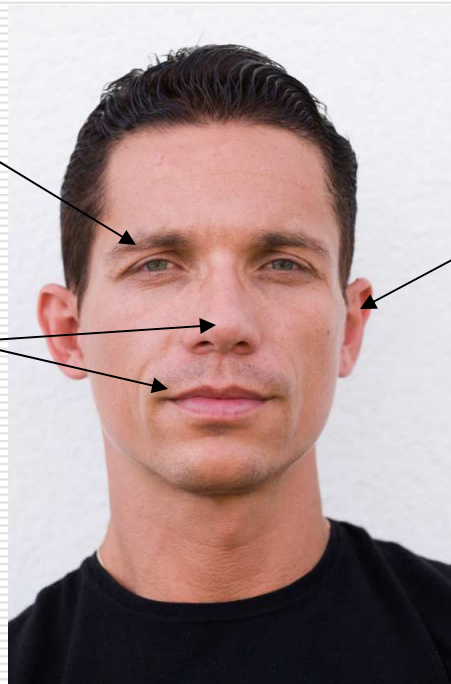
# This is How We Take in Information

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**Eyes 75%**

**Hearing 13%**

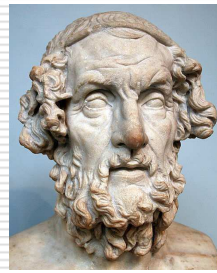
**Smell, taste  
and touch  
12%**



# Use both words and pictures

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- Words and pictures are 6 times more powerful when used together



← Homer

- Homer “The mind is more slowly stirred by the ear than the eye”
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# However—6 Deadly Sins

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- ❑ “I know you cannot read this”
- ❑ Too many words on a slide
- ❑ Too many slides for your time slot



# 6 Deadly Sins

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- ❑ Dark or busy backgrounds (artsy, but there is a reason we use dark letters on light colored backgrounds)
- ❑ Pictures that do not tell a story



# Guaranteed Death to the Audience

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- ❑ Do not, under any circumstances, **READ** your slide to the audience



# Word Slides

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- Use bullet points
    - Keep concepts simple
      - No more than three curves (lines) on a graph
      - Use color, at least two, but not more than three (it's not the 60's any longer)
      - One key point per slide
      - Translate numbers into pie charts or bar charts (these are, believe it or not "Pictures" that tell a story!
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# Non-verbal tips

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- ❑ Charlie Chaplin was a great comedian, and he never spoke a word.
  - ❑ Think about your body language—do you believe your own work?
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# Non-verbal

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- Remember to smile
  - Look at the audience
  - Pauses are ok, particularly if you want to regain attention
  - Be excited as fits your personality and show conviction
  - And have fun!
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