The following is presented as suggestions for the BECC Conference—Lightning

For more information or help contact:

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How long?

☐ 5-8 minutes for presentation…more on this in a few slides

In the Room

- ☐ There will be a table for four on either side of the room
- ☐ Two table mics for questions on each table
- ☐ One podium and one podium mic
- ☐ One computer
- ☐ Data projector, screen, pointer and wireless mic (the AV will be linked to a master unit)
- ☐ Speaker Timer—see next page

This is how your room will look

Screen

Speakers Tables

Speakers Tables

Moderator

Data Projector

Podium

People
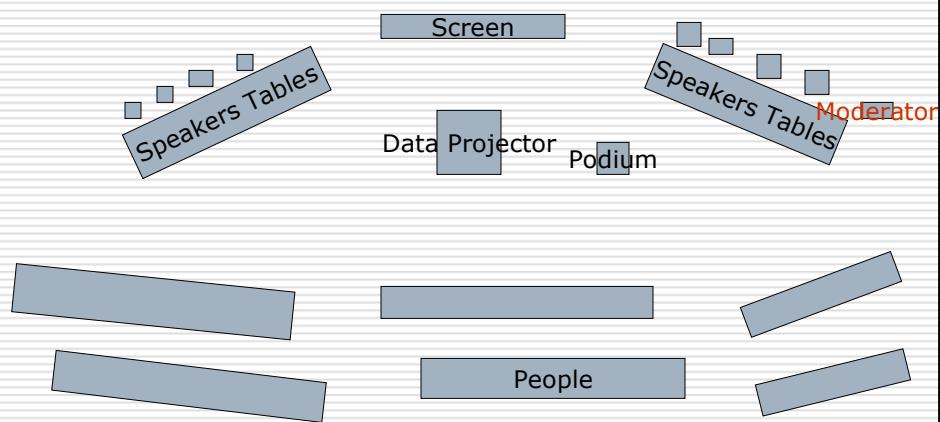
In the room

☐ **You are not alone! Your Room Manager**

☐ Will explain how the time clock works.

☐ If you need lights dimmed, they can do it. If someone needs to be thrown out…

☐ They are there to help you stay on target with your work and on time.

On the computer

☐ 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 A 5 Minute Presentation

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

- Professional
- Useful
- Credible
- Interesting

And, you will be in control of your session

How to OPEN-Short Talk

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

Tips on Opening

- ☐ 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

Unlike jokes

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

Perfect Bread

And…

No Radiation Poisoning

This is how we take in information

Eyes 75%

Hearing 13%

Smell, taste and touch 12%
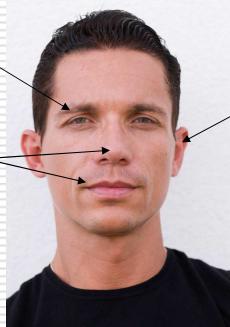
Use both words and pictures

☐ Words and pictures are 6 times more powerful when used together
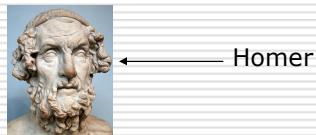
Homer

☐ Homer "The mind is more slowly stirred by the ear than the eye"

However—6 deadly sins

- ☐ "I know you cannot read this"
- ☐ Too many words on a slide
- ☐ Too many slides for your time slot

6 Deadly Sins

- ☐ Dark or busy backgrounds
- ☐ Pictures that do not tell a story

Guaranteed Death

☐ Do not, under any circumstances, READ your slide to the audience

Word Slides

☐ Use bullet points, not sentences
- 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!

Talk Outline—Opening 3 Slides

- ☐ 1 title slide (with your name etc)
- ☐ 1 opening slide-why people should listen
- ☐ 1 punch line (not a joke)-what you want remembered

All three of these should take less than 120 seconds

Content-4 minutes, 2 slides

- ☐ Describe the need for the work, what was the problem
  - ■ What approach did you use (BIG Picture only-see me for details)
  - ■ What did you find
  - ■ What did you learn
  - ■ How might others use this

Closing-Keep it simple and to the point! 1 Slide 45 seconds….

1. Where are you in your talk—In Closing…and watch the heads pop-up.

What they can expect if they look into your work and how to find it.

CLOSED WILL RETURN
Please Call Again

2. What people can do with your work to solve XXX kind of problems

Non-verbal tips

☐ Charlie Chaplin was a great comedian, and he never spoke a word.

☐ Think about your body language—do you believe your own work?

Non-verbal

- ☐ 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!