



UNIVERSITY of MARYLAND
SCHOOL OF NURSING

Preparing for a Virtual Podium Presentation

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DEVELOPING EFFECTIVE SLIDES



Use clear headings, fonts, numbered and/or bulleted lists.



Leverage PowerPoint's non-linear capabilities.



Use plain, non-distracting backgrounds.



Add powerful and relevant images.



PRESENTATION PREPARATION

Dress

Dress in business casual attire

Download

Download and use the SINI 2021 Virtual Background

Refresh

Have water, tea, or coffee in reach

Prepare

Minimize distractions but prepare for possible disturbances.

PRESENTATION TIPS

A good start helps the speaker feel confident.

- Explain the problem
- Emphasize its significance
- Address the purpose of the project or study

Engage your audience.

- Look into the camera often
- Engage the audience by including polls, graphs and charts, videos, humor, etc.

Begin with an introduction and end with a summary.

- Give the audience the essential information to meet your objectives
- Create a timeline
- Allocate specific times for slides
- Time for Q&A

Don't cut and paste large paragraphs and sentences.

- Use bullets
- Use notes for your talk
- Speak with authority

Rehearse your presentation.

- Practice your presentation with someone who does not know the topic

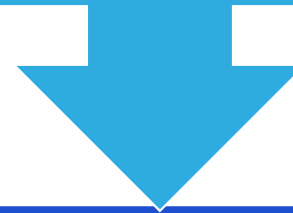


TIPS FOR MANAGING Q&A

- **Listen** to the question thoroughly and ask for clarification, if necessary.
- **Think** for a moment, then **respond**.
 - ❖ If the question is not on topic (irrelevant to your objectives), set boundaries:
“That is a bit far from the objective of this presentation. I would be happy to discuss that with you another time.”
 - ❖ The question is relevant, but the answer is too involved for the time allotted.
“That is a very involved question.” Give a simple answer and then say, “Perhaps I can send you some additional information later.”

PRESENTATION GUIDELINES

Refer to the **Presentation Guidelines** link below for tips and guides on recording and submitting your presentation.



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