Virtual Podium Presentation Guidelines

UNIVERSITY
of MARYLAND
SCHOOL OF NURSING

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DEVELOPING EFFECTIVE SLIDES

Use clear headings, fonts, numbered and/or bulleted lists
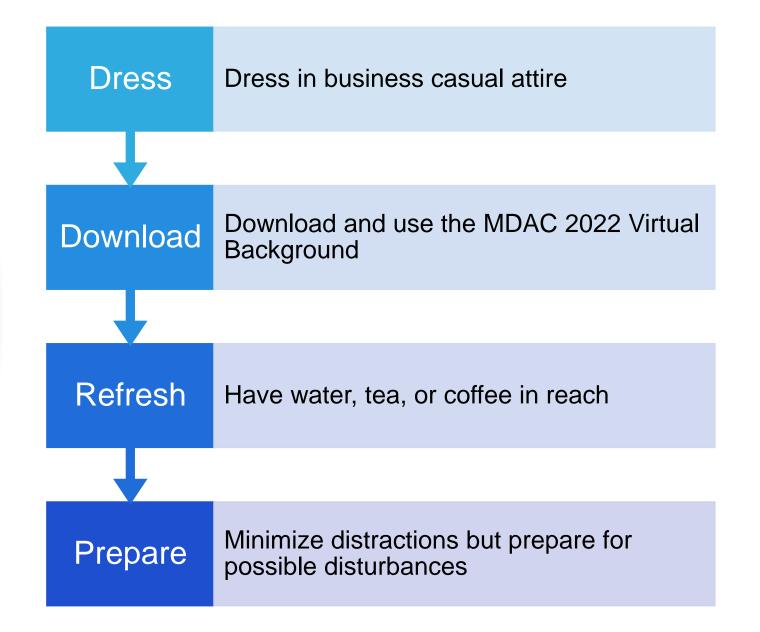
Leverage PowerPoint's non-linear capabilities

Use plain, non-distracting backgrounds or one of the MDAC templates

Add powerful and relevant images

PRESENTATION PREPARATION

Dress	Dress in business casual attire
Download	Download and use the MDAC 2022 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

Recording Your Presentation

- When you are ready to begin your Zoom recording, share your screen so that your PowerPoint presentation *(slideshow mode)* is captured in the video.
- Try not to emphasize points by tapping on surfaces near your desktop or laptop, as this may be captured in your recording.
- Complete a practice session to ensure you are comfortable with the video angle, lighting, and sound prior to recording the final product for submission.
- You may use your organization's standard template for slides. Include the name of your organization/agency/institution on your cover slide. However, it is not appropriate to reference this information in the body of your presentation.

Recording Your Presentation – Cont'd

- Prepare your PowerPoint slides and save each file as last name_first name (ex. Smith_Jane).
- Presenters will be provided with a secure file share application, such as Wetransfer, Dropbox, or OneDrive.
- Receipt of your files will be confirmed.
- Your presentation will be uploaded to the conference platform. Remove all references to other vested interests from slides. For example, eliminate references to a specific product (example: use a general term such as "smart phone" and not "iPhone").

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."*