

How To Prepare For Your Verbal Abstract Presentation

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Focus of Session

- ▶ Determining **WHAT** to present

- ▶ Getting **READY** for the presentation

- ▶ **DOING** the presentation

WHAT to present

- ▶ Core information from accepted abstract
- ▶ Focus on key points – what you want the audience to remember
 - Background information
 - Why conducted the investigation
 - How conducted the investigation
 - Significant findings
 - Implications
 - Next steps

Getting Ready....

- ▶ **START** by reviewing your acceptance letter
 - How much time?
 - Expected format?
 - Anything not permitted on slides (corporate logo) or in presentation (product endorsement)
- ▶ **Visual** – supports your verbal presentation
- ▶ **Verbal** – expands on your visual presentation

PowerPoint Presentation

- ▶ General guide is maximum one slide for each minute of presentation
- ▶ Don't put too much on a single slide
- ▶ Plain font, 20 – 24 font size (minimum)
- ▶ Light background, dark print; dark background, white print

PowerPoint Presentation

- ▶ Bullet points
- ▶ Pictures, diagrams
- ▶ Animation
- ▶ Incorporating video (don't expect to link to the internet)
- ▶ NUMEROUS references, videos, workshops on how to prepare

Abstract Presentation Format

- ▶ Title
- ▶ Background, introduction (2–3 slides)
- ▶ Purpose
- ▶ Methods (3–4 slides)
- ▶ Results (4–6 slides)
- ▶ Conclusions and significance
- ▶ Implications – further research, practice (1–2 slides)
- ▶ Next steps
- ▶ Acknowledgments (funding)

Methods

- ▶ WHAT did you do?
- ▶ HOW did you do it?
 - Sample
 - Inclusion, exclusion criteria
- ▶ WHAT tools or instruments did you use?
- ▶ WHAT challenges, difficulties did you encounter?

Results

- ▶ THIS is what your audience came to hear
- ▶ Sample
 - Characteristics
- ▶ What did you find?
 - Relate back to purpose of study
 - Findings
 - Positive, negative
 - Additional information
 - Significance – statistical and clinical/practice

PREPARING to Present

- › Outline or write out what you want to say
- › Develop bullet points – note cards or use slides
- › Some presenters like to write out completely
- › Save PowerPoint presentation on portable external device

Preparing YOURSELF to Present

- › Practice
- › Content
- › Timing
- › Leave yourself 2–3 minutes “short”
- › Put time frames on notes
- › Record yourself – and listen to the recording!
- › Practice

Presenting

- › Arrive in the room 20–30 minutes early
- › Be sure presentation is loaded
- › Meet the moderator
- › Check out the microphone
- › Practice how to advance slides, work the pointer

Presenting

- ▶ Move to the podium with CONFIDENCE
- ▶ To use notes – or not – that is the ?
 - PowerPoint slides have “add notes” function
 - Note cards/pages (number them☺)
- ▶ Don't read the slides
- ▶ Face the audience – and “connect”

Presenting

- ▶ Communicate your enthusiasm!
- ▶ Watch your time
- ▶ Manage questions
- ▶ Thank the audience
- ▶ Leave the podium with “decorum”

SO.....

- ▶ Presenting your abstract is an honor (remember, you were CHOSEN to present)
- ▶ You're the expert on your work – what and how you did the study
- ▶ The audience WANTS you to do a good job – remember, they came specifically to hear YOU!


