

PRESENTATION GUIDELINES: PAPERS & WORKSHOPS

PRESIDER

Please select a colleague to preside over your presentation. Prior to your session, provide the presider with the information you would like him/her to use to introduce you and the content of your presentation. The presider will help you begin and end on time, assist you with audiovisual aids and will distribute handouts. There will also be room monitors to help assist you if you do not have a presider.

AUDIOVISUAL AIDS

If you use PowerPoint, slides or an overhead projector, limit the amount of information on each slide or transparency. Excessive information or data on slides may confuse the audience's ability to absorb the content. You may want to include a hard copy of your slides or transparencies as part of your handout material.

TIMING

Arrive to your session at least 10-15 minutes before you are scheduled to present and review your introduction and requests for assistance with the presider. Your presider will serve as the timekeeper—begin promptly and remain within your allotted time. The audience typically will have several questions, so allow 10-15 minutes for this at the end of your presentation so that discussion does not delay the next session.

CONTENT

The typical audience at AOSW conferences has several years of experience in the field of psychosocial oncology and is well read in a variety of related topics. Your presentation does not need to focus on beginning concepts, elementary issues or the basic literature. This will give you more time to address sophisticated and innovative ideas and allow interaction between you and the audience members. Please organize your presentation with this information in mind. Please be sure that your presentation is consistent with your abstract and stated objectives. Conference attendees decide on which sessions to attend based on this information.

PREPARATION

Please refer to the attached recommendations from the Conference Planning Committee and the American Cancer Society's "A Primer for Making Presentations" to guide you in preparing a high quality presentation.

EVALUATIONS

Conference attendees will rate individual sessions as well as the conference overall. Content, presentation effectiveness, use of audiovisual aids, handouts etc. will be among the areas rated. This method will provide you and the conference planning committee with valuable feedback on your presentation and on the conference in general. You will receive a summary of the feedback on your presentation after the conference.

QUESTIONS

If you have further questions about giving a presentation, please contact Tawnee Shuey at 215-599-6093 or info@aosw.org.

HANDOUT GUIDELINES

As you are aware, handout materials are a vital component of the Conference's educational sessions. All handouts received by Friday, April 9, 2010 will be included in on the conference website. All handouts not submitted will be duplicated at the faculty member's expense. The following are some guidelines that will assist you in putting together your material.

ALL HANDOUTS

- Must be received at AOSW's Main Office no later than Friday, April 9, 2010 in order to be incorporated on the conference website.
- Are strictly limited to 10 (double-sided original) standard-size per course or 20 (single-sided originals) standard-size per presentation.
- Must be clearly identified with your name and the title of your session.
- It is preferred that handouts are e-mailed in the form of Microsoft Word documents or Microsoft PowerPoint slides. Word Perfect files are not accepted.

If you do not meet the AOSW deadline, and will be providing your own handouts, please bring a copy to the on-site registration desk. In addition, AOSW reserves first right to publication in written, video or audio format of all materials presented at the conference.

NOTE: Any materials that faculty plan on handling on-site is their sole responsibility. AOSW will not duplicate materials on-site. If you are providing your own handouts, you can contact Tawnee Shuey at the AOSW office two weeks prior to the meeting for recommended numbers.

PREPARING HANDOUTS

When preparing handouts, please keep the following in mind:

- Use a 10 point or larger, non-stylized font (e.g. Times New Roman, Courier, etc.)
- Use a 1 inch margin on both sides, the top and bottom of the document.
- Keep handouts free of handwritten notes, lines or doodles.

SEND TO

All handouts are to be sent electronically directly to tshuey@fernley.com or on disk to:

AOSW
Conference Handouts
Association of Oncology Social Work
100 N. 20th Street, 4th Floor
Philadelphia, PA 19103

Thank you for your assistance in this matter. If you should have any questions regarding handouts please call Tawnee Shuey at 215-599-6093.

RECOMMENDATIONS FOR EFFECTIVE PRESENTATIONS

Excerpts taken from the American Cancer Society's "A Primer for Making Presentations"



1. Clarify what you want to say

- Think about the result you want to achieve through your talk.
- Know the purpose of your talk and how it will benefit your listeners.
- Consider the background, needs, interests, and knowledge level of your audience.
- Decide whether to add a secondary message to the primary one.

2. Organize your presentation

- Develop the best structure and sequence of content for your purpose.
- Think about what supporting information you will need (facts, statistics, and examples).
- Prepare an outline or notes to guide your presentation.

3. Develop materials that will help you deliver your message

- Determine what visuals are needed to support the presentation (slides, overhead, etc.)
- Prepare visual aids, keeping the amount of information per visual to a minimum.
- Prepare handout materials that support your message and meet audience information needs.

4. Practice your delivery before the actual presentation

- Review your notes several times
- Practice delivering the presentation out loud to a colleague
- Check your timing
- Anticipate possible questions

- Anticipate what could go wrong

5. Prepare yourself and the environment before your delivery

- Check out facility (seating, ventilation, lighting, outlets, and restrooms).
- Insure that audiovisual equipment is working appropriately.
- Set up your materials (flip charts, handouts, etc.)
- Time your presentation making sure you have left time for questions.
- Meet some of your audience before you present.

6. Deliver your presentation

- Use movement, gestures and facial expressions to enhance your message.
- Always face the audience when speaking – use eye contact.
- Pitch your voice towards the rear of the room; vary your tone for emphasis.
- Coordinate your audiovisuals with your presentation.

7. Respond to questions and comments

- Before you speak, analyze the question or comment. If you do not know the answer, say so.
- Restate the question/comment in your own words.
- Recognize the value of the question and link it to a broader issue when appropriate.
- Identify the sources of additional information when necessary

RECOMMENDATIONS FROM THE 2010 CONFERENCE PLANNING COMMITTEE

- **Never read your presentation; it is distracting and boring.** Use slides or overheads as your notes.
- If you use slides or overheads, only leave them on the screen as long as they are relevant to what you are saying at that moment. **Go to a blank screen once the slide is no longer relevant.**
- **Do not tell the audience you do not have enough time to give the “real talk”.** It makes the participants feel cheated and you ill-prepared.
- **Avoid needlessly personalizing the presentation** with statements like “even I do this”, “in my opinion,” etc.
- **Enjoy the challenge of giving a superb presentation within the time limits allotted.**
- Most of all **begin working on your presentation yesterday.** A hastily prepared professional presentation is always obvious and seldom has depth you can provide.
- **Be determined to make this experience satisfying for you!**

NOTE:

Abstract Books will be published and given out at the conference. Handouts will be available prior to and during the Conference for conference attendees only on the AOSW website.