

# PRESENTATION GUIDELINES

## ROOM MONITORS

The room monitor will help you begin and end on time, assist you with audiovisual aids and will distribute handouts, if needed.

## POWERPOINT PRESENTATION

Please submit power point presentation to Jordan Burghardt no later than **Monday, April 20, 2020**. Your presentation will be preloaded on the laptop used during your presentation at the conference.

**Presenters are responsible for having a copy of the presentation on a flash drive**, in the event there are any technical difficulties. Included in this packet are specific instructions to follow in order to ensure that your presentation will visually show up in the best format possible. Please follow them carefully.

## AUDIOVISUAL AIDS

Limit the amount of information on each slide. 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 as part of your handout material.

## TIMING

Pre-Conference Workshops are either a half-day (4 hours) or full-day (8 hours). Paper presentations are provided 60-minute time allotments. SIG Presentations/Networking Events, Learning Institutes, Panel Symposia, and Practice Intensive workshops are given 90 minute time allotments. These times include the Q&A section. 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 room monitor. Your room monitor 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. For SIG Presentations, you will meet for 90 minutes: 60 minutes will be provided for presentation topics and 30 minutes will be allocated for networking.

## 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

A Speaker Ready Room will be available for you to prepare for your presentation.

Please refer below for 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 Jordan Burghardt at 847-686-2295 or [jburghardt@aosw.org](mailto:jburghardt@aosw.org).

# HANDOUT GUIDELINES

Handout materials are a vital component of the Conference's educational sessions. All handouts & PowerPoint presentations received by **Monday, April 20, 2020** will be included on the conference website. 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 **Monday, April 20, 2020**, in order to be incorporated on the conference website to be available to meeting attendees.
- 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 on a USB drive so it can be uploaded to the website post conference.
- AOSW reserves first right to publication in written, video or audio format of all materials presented at the conference.
- **PLEASE NOTE:** Any materials that members plan on handing out on-site is their sole responsibility. AOSW will not duplicate materials; however, attendees will have access handouts for printing before arrival. If you are providing your own handouts, you can contact Jordan Burghardt at [jburghardt@aosw.org](mailto:jburghardt@aosw.org) two weeks prior to the meeting for recommended numbers.
- **PLEASE NOTE:** *There is no complimentary printing onsite.* You can print handouts from the Business Center for a fee, but you will not be reimbursed.

## 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 Jordan Burghardt at [jburghardt@aosw.org](mailto:jburghardt@aosw.org)

# 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 CONFERENCE PLANNING COMMITTEE

- **Never read your presentation; it is distracting and boring.** Use slides as your notes.
- If you use slides, 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.
- **There are various rules governing use of images.** Images found via Google search may have copyright restrictions if they are cartoons, for example. To avoid this issue, AOSW recommends using Clip Art or standardized images available through Microsoft Office or Apple documents, or Googling “free clip art” for posters. For any image, it is best to put a footnote like “used by permission by...” **If you are providing personal photos, no permission is needed.**
- **For more information, please refer to this helpful guide:** <https://www.sla.org/using-google-images-think-about-copyright-permissions/>
- **Be determined to make this experience satisfying for you!**

### PLEASE NOTE:

**Abstract content will be available for attendees via the Conference app and the AOSW website.**

**Handouts will be available prior to and during the Conference for conference attendees only on the AOSW website.**

***There is no complimentary printing onsite.*** You can print handouts from the Business Center for a fee, but you will not be reimbursed.