



XI ISQOLS Conference Università Cà Foscari

Venice, November 1-4, 2012

SOME TIPS AND SUGGESTIONS FOR PRESENTERS

Presentation format

- ✓ Presentation slides should have only a few words, not long passages of text.
- ✓ Use at least a 24-point font for text.
- ✓ Visuals such as pictures, videos, graphs, cartoons, can have more impact than text.
- ✓ Don't go overboard with animation – it can distract from the message you are delivering.
- ✓ Pay attention to colours used for text, background, and diagrams in order to make them clear and easily readable when projected on a large screen.
- ✓ Use clear and readable fonts (e.g. Arial or Verdana).
- ✓ Presentations have to be given in English. The Conference organization cannot provide translation.
- ✓ In order to avoid any inconvenience, please, use PowerPoint from Office 2003 (or previous versions).

Presentation content

- ✓ Include an outline of your presentation in your introduction.
- ✓ Try to raise points that will get the audience thinking and create a good discussion.
- ✓ End your presentation by inviting questions or better still, suggest some potential questions for discussion.

Presentation delivery

- ✓ Remember to be at the allocated room 10 minutes before session begins in order to introduce yourself to the session chair and to test your presentation on the computer.
- ✓ Remember to speak slowly and clearly.
- ✓ During the presentation, make sure to observe the time for your presentation by having a working watch with the session chair, who will communicate time left in someway.
- ✓ Do not simply read from the slides! They should be used only to emphasise or illustrate the key points you want to make.
- ✓ Speak to the audience – not to the screen.
- ✓ Rehearse your presentation to make sure it fits within the time limit (15 or 20 min., depending on the session organization): it would be a pity, if you will not have time to state your major point at the end.