

Oral Presentation Guidelines

In the **ANZAM Conference Programme** oral presentations sessions are normally scheduled in sessions of 4-5 papers. Each paper is allocated up to 15 minutes for the presentation and approximately 5 mins for questions.

In keeping with international best practice, ANZAM encourages the use of Power Point for oral presentations.

To help you prepare for a successful presentation, these guidelines offer some hints and suggestions.

Preparation of your Power Point Presentation

- Select the key points only for each of your Power Point slides. Keep the amount of information on each slide to a minimum.
- Use a standard font such as Times Roman, Ariel or Tahoma, and a relatively large font size so that the information is readable from the back of a relatively large room.
- While you can insert images directly into your Power Point presentation, try to keep these to a minimum. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. JPG images are the preferred file format for inserted images.
- Use of animation also needs to be restricted. Although animation can enliven an otherwise dull presentation, it may also be distracting and annoying. If you plan to animate various components in your presentation (slide titles, graphic elements, bulleted text, etc), try to be as consistent as possible.
- As a rule of thumb, the number of slides in your presentation should be less than the presentation time allowed e.g. 10 slides for a 15 minute presentation allows you to speak for 1.5 minutes for each slide.
- Practice your presentation to check on clarity of ideas and timing e.g. as a department seminar for your academic colleagues and PhD students.
- Bring a paper copy of your Presentation with you to the Conference as well as the Power Point file.

Final Preparations Before Your Presentation

- Plan to arrive at your session meeting room at least 15 minutes before the session begins. Take time to familiarize yourself with the set-up at the lectern and the screen. You will control/advance the slides during your presentation. Note: wireless remotes are not provided as a standard item. Check in with the session chair and take time to go over any last minute

changes your might have. You, or one of your co-authors, **MUST** be present during the start of the session.

- To keep the programme on schedule you need to load your Power Point presentation according to the advice provided by the Conference Organisers (including access to IT support).
- Room set up will vary depending on the room size and venue. Most rooms will be lecture format or theatre style seating (no tables, just rows of chairs).
- Equipment set up: Each room will be equipped with a standard audio-visual package to support an electronic presentation.

Delivering Your Presentation

- When presenting, make sure you speak slowly and clearly. **DO NOT** read from the slide, but explain it. Address the audience when you are speaking. Try not to keep looking down at your presentation.
- If your topic allows or if you have time as in a workshop format session, you may consider involving the audience by asking questions. This is a great way to keep the audience interested in your session.
- Try to relax and have fun when you are up there. Include stories where relevant to illustrate your key points.
- Remember to keep to your allocated time. When the Session Chair signals that your time is up, you need to stop talking quite quickly.
- As all refereed papers are available on the ANZAM Conference Proceedings CD, you do not need to copies to conference delegates. But if you wish you can distribute handouts of your presentation.
- Bring spare copies of your Business Card to exchange with scholars who be interested in follow up conversations about your research.

Notes for Users of Apple Computers

- Ensure that your presentation will be compatible with the Windows-based platforms and systems
- Images: Use common image formats that are cross platform compatible such as JPG, PNG, GIF, and BMP.
- Fonts: Use common cross platform compatible fonts such as Times New Roman, Arial and Courier. As it may be necessary to load your presentation onto a Windows machine, many custom Mac fonts will not translate properly.

- Animations: Use simple entry animation effects, such as fly in/out, appear, and dissolve. Also, do not use exit animations: PowerPoint 2000 for Windows does not support exit animations.
- File Extensions: If your Mac version of office does not append the file extension, be sure to include it in your filename. Use .PPT for PowerPoint files and .PPS for PowerPoint slideshow.

Sources: Adapted from the ANZAM Guidelines and AOM Conference Oral Presentation Guidelines.