



Podium presentation tips

Lori Kennedy Madden, PhD, RN, ACNP-BC, CCRN, CNRN

Congratulations!

- Podium presentations are a great format to deliver information to an audience
- Planning
 - Time you've been provided
 - Format options
 - Rehearse
- Creating
 - Formulas for 10-minute presentations
 - Typical 10-minute presentation slides
- General considerations



Planning

Time limit

- If given a time limit, do not to deviate from your script
- Typically, presenters spend 1 minute discussing each slide

Format

- Most people use an application to deliver content
 - Microsoft PowerPoint
 - Apple Keynote
 - Google Slides
 - Prezi
- If you do not use a program
 - Be deliberate with format & transition of topics
 - Keep notes with you regarding
 - Key points
 - Discussion questions
 - Consider providing handouts

Rehearse

- Practice your presentation
 - In front of an audience
 - Who knows content
 - Unfamiliar with content
 - In front of a mirror
- Consider recording your practice session
- Stand in front of your audience
- Include your slides



Creating

EBP 10-minute formula

- EBP/Quality or performance improvement
 - Issue/problem: 30 seconds
 - Purpose/Goal/Aim (PICO): 30 seconds
 - Relevant background: 2 minutes
 - Baseline/pre-intervention data: 1 minute
 - Practice change/intervention: 2 minutes
 - Challenges/lessons learned: 1 minute
 - Results & Next Steps: 3 minutes

Typical EBP slides

- EBP/Quality or performance improvement
 - Title slide with name, affiliation, and EBP project title
 - Problem/background
 - Internal evidence of the problem
 - Current practice/baseline
 - Literature-based evidence to guide practice change
 - Small test of change
 - Results
 - Recommendations
 - Lessons learned/challenges
 - Acknowledgements

Research 10-minute formula

- Research
 - Issue/problem: 30 seconds
 - Purpose/Goal/Aim: 30 seconds
 - Relevant background: 2 minutes
 - Design/methods: 1 minute
 - Intervention: 2 minutes
 - Findings: 2 minutes
 - Limitations/discussion: 1 minute
 - Conclusions: 1 minute

Typical research slides

- Research
 - Title slide with name, affiliation, and study title
 - COI/Disclosures (if any)
 - Background/Significance
 - Hypothesis/Aims
 - Methods
 - Results
 - Limitations
 - Conclusion
 - Discussion
 - Next steps
 - Acknowledgements



General considerations

General considerations

- Know your material
- Visuals
- Eye contact
- Body language
- Voice
- Questions/answers
- Details

Know your material

- Should come across naturally, not read
- Slides are meant to accompany your speaking, not provide text that you read

Visuals

- Apparel/appearance
 - Business ware/professional attire
 - Simple/clean
- Slide graphics
 - Text should be clean and easy to read
 - Bullet points are not complete sentences, keep it brief
 - Consider room lighting and color combinations of text and background for readability
 - Keep animations and images to a minimum
 - Simple transitions, if any
 - Orient audience to graphs & charts

Eye contact

- Avoid looking down at your notes continuously
- Find a friendly face in the audience and keep them as a focal point
- If large audience, consider findings a few friendly faces in different locations

Body language

▪ Do

- Make eye contact
- Professional stance, hands out of pockets, arms relaxed
- Smile

▪ Don't

- Lean/drape over podium
- Hold or position microphone too close to your mouth
- Chew gum or candy
- Bite nails
- Click or tap a pen or pencil
- Play with objects or clothing
- Shuffle notes

Voice

- Articulate clearly
- Speak slowly
- Vocalize pauses and punctuation
- Speak loudly/position microphone effectively

Questions & Answers

- Leave time for questions and answers at the end of your presentation
 - Do not argue with audience
 - Be honest
 - Keep answers brief
 - Repeat/clarify the question, if needed
 - It is okay to not know the answer
 - You can offer follow up to the individual, if you'd like
 - Redirect to the audience, if appropriate

Details

- Podium panic
 - Remember audiences are forgiving
 - Practice
 - Be yourself
 - Avoid caffeine or other stimulants before presentation
- Print a copy of slides or write notes to have at podium
- Keep a backup copy of presentation (flash drive or cloud)
- Backup laser pointer or slide advancer (clicker)
- Bottle of water at the podium
- Check equipment prior to presentation



**Please consult with the Center for
Nursing Science for further
assistance**

http://www.ucdmc.ucdavis.edu/cnr/forms/ns_form.html

or

hs-nursingscience@ucdavis.edu