1-Day Academic Presentations Workshop Agenda

This workshop has a maximum attendance of 30 participants in a classroom-style setting. Attendees will need to come with three prepared slides (an introduction slide, a figure/data slide, and a conclusion slide) on their laptop computer to be used in group activities.

1. Importance of conferences (9:30 – 10:30)

- Choosing the right conference
- Presenting before publication
- Presenting after publication

This section discusses the importance of conferences in networking, promotion, identifying trends, and establishing collaborations. We will review how to identify a good conference and when is the best time to attend. We discuss the advantages of presenting unpublished research to further improve its quality before publication, as well as the advantages after publication to promote awareness and increase downloads and citations.

Activity: In groups, attendees will discuss ways to promote their published articles at a conference to improve their visibility. Each group will then be able to share their best strategies with the other groups.

Break (10:30 – 10:45)

2. Poster presentations (10:45 – 12:15)

- Benefits of posters
- Making clear posters
- Poster presentation strategies

This section focuses on producing and delivering impressive poster presentations. We begin by highlighting the benefits of posters compared with slide presentations, and how to capitalize on these benefits to build professional relationships with other researchers. We then review how to make posters that are clearly organized to logically guide conference attendees as well as communicate the importance of the study. We conclude this section by discussing how to present posters effectively in a crowded and noisy conference environment.

Included activity: In groups, attendees will need to prepare and deliver a 30-second elevator pitch about their research to gain the interest in their study. The group will then choose one member to share this pitch with the other groups.

Lunch (12:15 – 13:15)

3. Slide presentations (13:15 – 15:00)

- Importance of a story in slide presentations
- Preparing clear slides
- PowerPoint advice and tips

This section covers how to make a slide presentation that will effectively communicate the significance and value of a study. We first review the importance of a logical storyline when preparing the slide presentation to keep the attention of the often weary conference attendees. We then spend most of the section discussing how to make clear slides the discuss the motivation, findings, and implications of the study as clearly as possible. Lastly, we highlight ways to maximize PowerPoint to efficiently make professional looking slides.

Activity: Alone, attendees will modify their prepared slides based on what was reviewed in this section. These slides will then be delivered in the last activity (section 5).

Break (15:00 – 15:15)

4. Professional presentation skills (15:15 – 16:00)

- Importance of presenting with confidence
- Non-verbal strategies
- Verbal strategies
- Effective Q&A sessions

This final section covers how to present to audiences with confidence to establish trust. We first review the importance of practice and ways to do so more effectively. We then highlight non-verbal strategies to establish confidence before reviewing verbal strategies to improve the clarity in the information being delivered. Lastly, we discuss how to handle Q&A sessions effectively to further establish credibility and expertise.

5. Presentation activity (16:00 – 17:00)

Each attendee will have an opportunity to use what they have learned in the workshop to present their 3 slides in 5 minutes to their groups, while the others in group will complete a feedback form for the presenter. The groups will then spend 5 minutes discussing what was positive about the presentation and what could be further improved. The trainer will move from group to group to listen to various presentations and give further advice.

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