

1-day Agenda for Academic Presentations (Large Group Format)

1. Planning your narrative (09:00 – 10:15)

This section discussing the importance of planning your presentation before you begin. We first review the various audiences that you may be presenting to, and what they are expecting from your presentation. We then discuss how to refine your key message of the presentation, along with the supporting evidence, that will be appropriate for your audience. Lastly, we review storytelling techniques that can make your narrative more engaging and compelling.

Break (10:15 – 10:30)

2. Poster presentations (10:30 – 12:00)

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 by discussing how to present posters effectively in a crowded and noisy conference environment.

Lunch (12:00 – 13:00)

3. Slide presentations (13:00 – 14:30)

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.

Break (14:30 – 14:40)

4. Professional presentation skills (14:40 – 15:50)

This 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 additional strategies specifically for poster or slide presentations.

Break (15:50 – 16:00)

5. Productive Q&A sessions (16:00 – 17:00)

This final section covers how to handle Q&A sessions to ensure that you address the audience's questions clearly and effectively. We discuss useful strategies in answering questions to help deliver concise and focused answers. We also discuss how to handle difficult questions from the audience. Lastly, we review how to use generative AI to better prepare for challenging questions that you may receive during your talk.