Recommendations for Oral Presentations

A. Tenore
To paraphrase the baseball great and folk philosopher

Teaching is 90% preparation
1) Any presentation in front of an audience is a good opportunity to improve one’s “speaking skills” that will enable the communication of messages more effectively.

2) A little preparation and reflection can help transform any conference in an effective tool for communication and dialogue.

3) What follow are the principal points to consider in preparing a public presentation regardless of the subject matter (technical/scientific/etc.).
Organization & Preparation

(7 key points)

1) Consider the level of the audience

2) Motivate the argument (why is it important!)

3) Furnish sufficient background information

4) Define the key terms
5) Organize the presentation so that it is simple to follow for those present

   a) Begin with an “outline” of your presentation

      - Indicate what will be covered
      - Refer to the “outline” in the course of the presentation
Examples
HYPOGLYCEMIA
I Introduction
   A. Generalities
   B. Determination of blood glucose
   C. Glycemic control
   D. Utilization of Glucose

II Hypoglycemia
   A. Definition
   B. Symptoms
   C. Types of Hypoglycemia
   D. Causes
   E. Diagnosis
   F. Treatment
Endocrine Causes of Hypertension in Pediatrics

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Dept. of Pediatrics
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School of Medicine
I. Generalities
   A. History of the measurement of blood pressure
   B. Methods for determining correct BP
   C. Conditions that may alter BP readings
   D. Definition of hypertension and normal reference values
   E. Entity of the problem

II. Hypertension in the Pediatric age
   A. Pre-adolescence
   B. Adolescence

III. Causes of Hypertension
   A. Non endocrine
   B. Endocrine

IV. Evaluation of Hypertension
   A. Hints from the History
   B. Hints from the physical exam
   C. Tests/Investigations
Evaluation of Growth
Alfred Tenore, MD

I. Generalities
   A. Role of Hormones
   B. Mediators of Growth

II. Parameters of Growth
   A. “Ages”
   B. Growth Velocity

III. Factors Affecting Normal Growth
   A. Genetic
   B. Sexual
   C. Seasonal

IV. Patterns of Growth
   A. Short Stature
      1. Normal growth velocity
      2. Abnormal growth velocity
   B. Tall Stature
      1. Normal growth velocity
      2. Abnormal growth velocity
5) Organize the presentation so that it is simple to follow for those present

a) Begin with an “outline” of your presentation
   - Indicate what will be covered
   - Refer to the “outline” in the course of the presentation

b) Indicate what are the “Objectives” of your presentation:
   - eg. At the end of this presentation the audience should be able to:
     Know. . . . . , be able to . . . . etc.
Conflict of Interest

Charles University,
Prague, Czech Rep
1) Define what is conflict of interest

2) Identify situations that reflect conflict of interest in medical practice and research

3) Deal with conflict of interest

4) Explain why there is a need for laws and regulations regarding conflict of interest
5) **Organize the presentation so that it is simple to follow for those present**

a) **Begin with an “outline” of your presentation**
   - Indicate what will be covered
   - Refer to the “outline” in the course of the presentation

b) **Indicate what are the “Objectives” of your presentation:**
   - *Eg.* At the end of this presentation the audience should be able to:
     - *Know.* . . . . , be able to . . . . etc.

c) **End with a “strong” summary**
   - Think of what you would like your audience to take away from your presentation
   - Tell them again what you just finished saying
SGA/IUGR & Cardiovascular Risk

SGA: from birth to adulthood

Presidente del corso  Prof. Armido Rubino
Responsabile Scientifico del corso  Prof.ssa Mariacarolina Salerno
Dipartimento di Pediatria Università di Napoli Federico II

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School of Medicine
Conclusions

- Small for Gestational Age (SGA), Intrauterine Growth Retardation

- Children with Low Birth Weight

- Emphasis on Prevention

- Take in consideration “race”

Cardiovascular Risk

14% world-wide

Associated Illnesses in adulthood

To reduce

Risk factor

Cardiovascular disease
6) Use an appropriate number of slides
   - Usually 1 slide for every 2 minutes of talk
     (Slides serve to help you explain, not to conduct the presentation)

7) Prepare yourself!
   a) Organize the slides
   b) Make sure you know the argument
   c) Make sure you are familiar with important published papers
      - Cite the pertinent papers
        (understand human nature ---- people like to see their names cited)
   d) Make sure that the order/sequence of the slides is correct
   e) Familiarize yourself, before the conference, with the use of the audio-visual aid, the “pointer” and whatever technical instrument you plan to use
Recommendations

1) Go over the slides before presenting them

2) The slides must be written very clearly
   a) the writing
   b) the content

3) Don’t write too much on a slide
Example from other presentations:
Recommendations

1) Go over the slides before presenting them

2) The slide must be written very clearly
   a) the writing
   b) the content

3) Don’t write too much on a slide
   - The size of the letters must be large enough to be read from the end of the room
   - If forced, present a little at a time (“animation”)

4) Use as much of the space on the slide as possible
Example from other presentations:
5) Use **colors** intelligently to emphasize concepts 
(*not just - - - because you like them*)

- Use colors that can be seen!
  a) Letters with **light** colors on a **dark** background
  b) Letters with **dark** colors on a **light** background

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Recommendations

- Use **light** colors on a **dark** background.
- Use **dark** colors on a **light** background.
- Progressive increase of intensity.
- Don’t use intermediates.

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**Diagram:**

- **Letters**
  - **Light**
  - **Progressive increase of intensity**
  - **Dark**

- **Background**
  - **Light**
  - **Progressive increase of intensity**
  - **Dark**
5) Use colors intelligently to emphasize concepts
   *(not just --- because you like them)*
   - Use colors that can be seen!
   - a) Letters with **LIGHT** colors on a **DARK** background

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**Recommendations**

**Le tt tt er s**

- **letters**
  - **Le tt tt er s**
  - **letters**

- **background**
  - **background**
  - **background**

- **DON’T use intermediates**
  - **DON’T use intermediates**
  - **DON’T use intermediates**
Recommendations

5) Use colors intelligently to emphasize concepts (not just because you like them)

- Use colors that can be seen!
  
  a) Letters with LIGHT colors on a DARK background
  
  b) Letters with DARK colors on a LIGHT background

Le tt er s

Letters

DON'T use intermediates

letters

background

DON'T use intermediates

background
How it all fits together...

Example from other presentations:
Student performance improved significantly with high librarian collaboration.

Example from other presentations:
6) In the presentation of graphs
   - Stop to explain them and to read the axes
     (your listeners need time to assimilate the information)

7) The slide should include **ONLY** pertinent information
   a) **DO NOT** write complete phrases/ paragraphs!
   b) **DO NOT** read what is on the slide “word for word”!
   c) **DO NOT** show complicated tables!
      - If they must be used, **emphasize** pertinent information
8) Behavior/Conduct

a) Show some “excitement” about what you are presenting
   - Theoretically you found it interesting and you want to transmit that interest to your audience

b) Try to encourage eye contact with your audience!
   - This prevents the people who are tired from falling asleep

c) Use a laser pointer to indicate anything that you consider important!
   - What is obvious to you on a slide, may not be to who is listening.
8) Behavior/Conduct

d) **DO NOT** stand in front of those who want to see the screen, or between the projector and the screen

e) Think about what you’re going to say, avoid using:
   - Speech mannerism (*intercalating words*) that if you use frequently can be very annoying

f) **Know how to correctly pronounce** the words and names that you use in your presentation!
General Rules

1) Have pity and compassion for the disadvantaged listeners
   a) Remember, they are trying to understand in a limited time

   - An argument in which you may be an expert
   - That may have taken you hours to read, understand, interpret, comment and summarize

2) Justify the importance of each part of your presentation!
   a) Tell us why we need to know, before telling us what we need to know
3) **Try to stay in touch with your audience!**
   
a) If they are becoming *lost* or *bored*, you should know it without being told

b) If you ask, if anything is unclear, or if there are any questions, be serious in asking these and **DO NOT** proceed without looking into the eyes of your audience to make sure that their answer was honest!

4) **Respect the time** that you have been given

   a) If questions or the discussion begin to create problems, it depends on you to cut them short

   **YOU ARE IN CONTROL!**
Final words

Have fun!
Thank you for your Attention