



Oregon School-Based
Health Care Network

Annual Conference: October 9, 2009
West Salem High School, Salem, Oregon

“Think Health Care Without Limits”

Presentation Guidelines

We appreciate your willingness to deliver a presentation at the 2009 Annual Conference. Please review the information below and contact Paula Hester at paula@osbhc.org if you have any questions.

Know Your Audience

Participants have a variety of backgrounds and experiences. Some may be very familiar with the topics you cover, and others may be hearing the information for the first time. To ensure people get the most out of your presentation, please avoid using written or spoken statements that contain colloquialisms/slang, acronyms, or technical terms, *unless they have been defined*.

Development and Delivery

We know the time allowed for each presentation is limited, but if you engage the participants as much as possible, they will learn more from your presentation. When developing your presentation, make sure to incorporate ways to involve the participants in the learning, rather than just lecturing. Some examples of how to involve participants include small group exercises, having them teach back information to each other at their tables, asking open-ended questions, collaborative quiz taking, etc.

Time Management

Each session has a time limit assigned. Structure your presentation so that you present the main points and allow sufficient time for questions and discussions. There may not be enough time to go into all of the details, so please communicate only the most important points. Direct your audience to your paper or handouts that contain the details. Make sure to allow sufficient time at the end for questions and answers. Also, rehearse before the presentation! Make sure your presentation stays within your allotted time.

Tips on Presentation Style

1. Speak slowly and clearly, but let your confidence, conviction, and enthusiasm show – avoid monotone!
2. Talk with your audience; **do not read the slides!** Engage them in the learning!
3. Encourage questions: be patient and listen to the question without stepping on the questioner's words. Restate the question so everyone can hear – Then provide an answer.
4. Humor can be an effective tool for establishing rapport or making a point. However, it can do more harm than good if it offends others. Any joke you tell should be appropriate.
5. Enjoy your session. If you enjoy it, your audience is likely to enjoy it too.

PowerPoint Guidelines

1. Submit presentation in a PowerPoint template that will be effective for both print and presentation. For suggestions on color and creating backgrounds for slides go to the following:
 - Color:
http://www.thinkoutsidetheslide.com/articles/choosing_colors_for_slides.htm
 - Things to Avoid When Creating PowerPoint Slides:
<http://www.thinkoutsidetheslide.com/pptresults2005.htm>
2. Make sure slides are legible.
 - Use a sans serif typeface such as Helvetica or Arial.
 - Avoid using anything smaller than 24 pt font.
3. Keep the slides simple.
 - Keep title to one line.
 - Use 6 to 7 lines per slide (maximum).
 - Use 6 to 8 words per line (maximum).
 - Test slides for legibility and contrast.
4. Include your contact information and Web site URL on the final slide.
5. Check spelling using spell check program or a proofreader!