INMM Tips for Better Presentations

Priority:

1. **Know Key Points and Care**
   i. What is the major and minor message you want your audience to gain?
   ii. Be sure to set the context for your work up front. Not everyone in the audience will be familiar with your expertise/field.
   iii. Don’t attempt to tell the audience everything you know about the subject. Only include information relevant to the subject of the presentation.
   iv. Prepare the presentation well in advance of the event so that you are comfortable with the content.
   v. Showing and/or express your passion for your subject.
   vi. Practice your presentation out loud, in front of an audience or by yourself
   vii. During the presentation, stick to the slides. Don’t go off on a tangent, unless prompted by a question from the audience. But keep track of time.
   viii. Anticipate questions that the audience may ask.

2. **Carefully Design Slides, Never Redesign Slides from the Podium**
   i. Keep it simple – help the audience understand what you want them to know.
   ii. Assume 1 minute per slide to present for the time available including time to answer questions (for example, INMM annual slots are for 20 minutes, 15 minutes to present and 5 minutes for questions).
   iii. Best recommended font size for titles and content to assure it is readable:
      1. Font size for titles should be 36-44 pt.
      2. Font size for all other text should be at least 24-28 pt.
      3. No more than two fonts per slide.
   iv. Titles should have consistent font, font size and features (bold, underlining) from slide to slide.
   v. Choose font color for text that stands out from background; do not use more than two colors, except for graphs and pictures.
   vi. Know what you want to convey and do so with the least number of slides.
   vii. Remember slides are a guide to prompt you on what you want to convey, never use paragraphs of text. This is not an audience reading exercise.
   viii. No more than 5 bullet points listed on any slide.
   ix. No more than 2 graphs per slide, 1 is best.
   x. Avoid acronyms and abbreviations. Consider a slide that defines the most common acronyms, if needed.
   xi. Anticipate questions. Consider some back up slides that might be needed to address potential questions.
   xii. You have no time to redesign slides from the podium, if anything, do so verbally to capture a key point you might have failed to add to the slides.
3. **Practice Lecture, Keep on Time, Limit Use of Pointer, Validate Questions, Speak Clearly and Slowly, Be Enthusiastic**
   
i. Practice makes perfect is not only a saying but the truth. Repetition increases familiarity and comfort, offers opportunity for improvement, and increases confidence.
   
ii. Avoid acronyms and abbreviations
   
iii. Show your enthusiasm on the topic. If you’re not excited about the information you are conveying, no one else will be.
   
iv. Pull in peers and/or superiors to be the audience.
   
1. Assign specific responsibilities to individuals including:
   
   a. Timekeeper.
   
   b. Plant questions in the audience.
   
   c. Repeat the question so that everyone in the audience can hear it and clarify, if needed.
   
   v. Poise – if you tend to be nervous, be sure to breathe leading up to and during the presentation.
   
   vi. Eye contact – During the presentation, look around the room, making eye contact with different people in the audience. This is a form of recognition of their presence.
   
   vii. Clarity – take your time and enunciate clearly.
   
   viii. Limit use of any pointer – pointers are useful to draw attention to a specific point on the page or on a figure, but pointers can be distracting and should be used judiciously.
   
   ix. Do you need a bottle of water/drink to sip during the presentation?

4. **Giving the Lecture**
   
The preparation is over, and it is time to give your lecture.
   
i. Dressing better than your audience shows respect and can help imprint in their minds that you have a strong knowledge of the subject and show a professional demeanor. This is quite a superficial response, but a human one.
   
ii. Show up early before your session starts to be sure your presentation is on the computer or set up your computer, as needed.
   
iii. Bring a bottle of water/drink, if needed. Just a sip is not really a distraction during the presentation.
   
iv. Talk to the session chair in advance of the event to introduce yourself, if not done before, to ask about specific plans for the session.
   
v. Understand the time allowance for the presentation, the timing device and associated color indicators. Or, have a colleague in the audience give you signals for elapsed time, as needed.
   
vi. Determine whether the chair wants you to sit at the podium table or in the front row prior to your talk?
   
vii. Do you want to use the podium microphone or a clip-on microphone? Remember that with a podium mike, turning your head to the presentation material on a screen might cause the volume to dramatically drop. Use the laptop to view your presentation rather than turning around to look at the screen.
viii. Test out the audio/visual beforehand to be sure they work, and you know how to work them.
ix. If there are too many questions, defer them by telling the questioner(s) that you would be happy to address them later after the session.
x. Show respect to your fellow speakers by attending the entire session. Ask questions to show support.

5. Continuously Improve
   i. Do you want a peer(s) to attend and critique your presentation to help you improve?
   ii. Learn from the audience’s questions. Could better slides and content have addressed them?