



WOCN Continuing Education Presentation Essentials

Thank you for agreeing to deliver a continuing education presentation! WOCN has compiled a few tips to aid you in the development and delivery of your presentation.

When creating your presentation:

- Do include:
 - The presentation title
 - Name(s) and credentials of speaker(s)
 - ANCC conflict of interest disclosure slide
 - Learner outcome slide
 - Only provide ONE learner outcome for your session. Think about what your learners will do better, do differently, or stop doing after viewing your session.
 - Speaker contact information
- Do NOT include:
 - Any industry logos, trademarks, or other information that promotes or shows the influence of a commercial interest organization.

General presentation tips:

- Don't overload your slides with text.
 - When it comes to text, less is more. The audience will get distracted reading text-heavy slides instead of listening to you. Rely instead on charts, graphs, images, and video.
 - Keep bulleted lists to a minimum.
 - Look for visual ways to illustrate ideas.
- When using text, keep these font tips in mind:
 - Use large font (at least 24 point).
 - Use different sized fonts for main points and secondary points.
 - Use colors well – To ensure legibility, use a white background with dark text.
 - If using colored text, do so strategically and sparingly. Ensure that colors contrast with the slide background.
- Focus the presentation on a few (two to four) key points that you want the audience to take away and build the rest of the presentation around these ideas.
- Show, don't tell.
 - Whenever possible, cite relevant examples to help illustrate your points.
 - Make use of images, videos, tables, charts, etc. where appropriate.
- For live presentations, engage the audience with live polling or trendy technology.
- Be sure that all the slides are consistent, from text size and font, to color schemes and headers/footers.
- Practice makes perfect!

- Though you might be nervous about delivering this presentation, remember that the audience wants to hear what you have to say. Practicing the presentation will help to build your confidence.

When delivering your presentation, remember:

- Speak slowly and clearly.
 - Find the right volume and tone, emphasize important words, and articulate your words and ideas clearly.
- Don't read your slides to the audience.
- Use appropriate language during your presentation.
- For live presentations, be sure to start on time, and leave 5 to 10 minutes for Q&A at the end of the presentation.