

Effective Presentation Tips & Techniques

Presented by: Analia Castiglioni, MD and Monica Bailey, MA

Objectives:

- *Identify* the components of a presentation
- *Review* guidelines for effective presentation development and delivery
- *Evaluate* a presentation for identified components
- *Develop* a plan for presentation follow-up

Presentation Components / Evaluation

- I. Content
- A. Focus on 2-3 main concepts
 - B. Target the audience
 - C. Repetition is Good

Comments:

- II. Slides/Visuals
- A. Text guidelines
 - B. Graphic guidelines
 - C. Chart/Table guidelines

Comments:

- III. Delivery Guidelines
- A. Connect with the audience
 - B. Consistency, flow, tone
 - C. Don't run overtime

Comments:

Solicit feedback on all three components

Developing an Action Plan for Dissemination of your Presentation

Questions to consider:

What part of your presentation can be replicated at another institution or lessons applied?

How would you like to see your presentation advance?

What collaborators would help you succeed?

Does the presentation lend itself to a different formats or outlets?

Formats: Contact someone with experience in the format for recommendations on best practices and lessons learned:

Digital Poster - Nadine Dexter, Nadine.Dexter@ucf.edu

Mini Presentation - Angie Griffin, Angela.Griffin@ucf.edu

Oral Presentation - Analia Castiglioni, Analia.Castiglioni@ucf.edu

Webinar - Martin Klapheke, Martin.Klapheke@ucf.edu

Workshop/ Focus Session - Laurel Gorman, Adrienne.Gorman@ucf.edu & David Harris, David.Harris2@ucf.edu

Relevant Outlets:

Faculty Development session - contact comfacdev@ucf.edu

GME session - contact Andrea Berry, Andrea.Berry@ucf.edu

Online (module or video) - contact Monica Bailey, Monica.Bailey@ucf.edu

Publication (Flagship, conference paper) - <https://www.cureus.com/channels/ucf-flagship>

References

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<https://www.aamc.org/download/469190/data/designing-a-strong-presentation.pdf>

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Clark, R. C., & Mayer, R. E. 2011. *E-learning and the science of instruction: Proven guidelines for consumers and designers of multimedia learning*. San Francisco, CA: Pfeiffer.

Estrada CA, et al. The 10-minute oral presentation: What should I focus on? *Am J Med Sci* 2005;329(6);306-309.

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