

Presentation Design Checklist



Item	Done
Have you identified what your audience needs to know, believe, and do?	
Have you identified the desired outcome for audience members attending your session?	
Have you limited the content you are presenting to between three and five key points?	
Have you identified tools and experiences to support what your audience is going to learn in your session?	
Have you designed a strong opening to captivate the audience right away?	
Does your presentation have some sort of break, interaction, time for integration, or assimilation of material every 15–20 minutes?	
Have you planned time for participants to reflect on and interpret information?	
Have you planned time for participants to apply the new information through action planning or activities?	
Are you prepared to coach the audience about their questions and effectively manage Q&A?	
Have you provided take-away tools and resources for the audience?	
Does your close include a short summary and a call to action and/or a big idea?	

Sources:

Burke K. How not to ask questions at a conference. 2012. <https://kev.inburke.com/kevin/how-not-to-ask-questions-at-conference/>.

Goodman A. Why bad presentations happen to good causes. 2006. <http://www.thegoodmancenter.com/resources/>.

Imel S. Guidelines for working with adult learners. ERIC Digest No. 154.

Reynolds G. Top ten delivery tips. 2014. <http://www.garreynolds.com/preso-tips/prepare/>.

The art of asking conference questions. 2013. <http://anthropod.net/2013/08/14/the-art-of-asking-conference-questions/>.

Wiggins G, McTighe J. Understanding by Design. 2005.



Reviewer's Name: _____ Reviewer's Signature: _____

**2017 SGEA Medical Education Scholarship Award Program
Presentation Reviewer's Form**

Presentation Title: _____

First Author/Presenter: _____

Outstanding Award Section:

- UME GME
 CME MESRE

Presentation Format (check one):

- Oral Presentation Small Group Discussion
 Workshop Demonstration

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 1. Did the first-author present the work? | <input type="checkbox"/> | <input type="checkbox"/> |

Scholarship Criteria	N/A	Unclear or No	Somewhat	Outstanding		
<i>To what extent did the presenter(s) accomplish the following?</i>		(1)	(2)	(3)	(4)	(5)
2. Established clear goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrated adequate preparation (e.g., well-grounded in literature and design).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Implemented appropriate methodology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Contributed to the medical education literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Presented in a way that others can build upon it (i.e., reproducible or applicable beyond a single context).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presentation Criteria	N/A	Unclear or No	Somewhat	Outstanding		
<i>To what extent did the presenter(s) accomplish the following?</i>		(1)	(2)	(3)	(4)	(5)
7. Organized presentation and easy to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Used time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Responded effectively to audience questions and comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Engaged audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer Comments:
