



## Preparing for Your Presentation

If you are presenting a paper at the ANZAM conference, we would like to share with you some guidelines that will help you develop and present an engaging and effective presentation.

### Refereed Delivered Papers

- These will involve a formal presentation of no more than 15 minutes, and there will be approximately 5 minutes per paper for discussion and questions from the audience.
- A data projector and computer will be available in each session room; large rooms also contain microphones and lecterns.
- Each session will have a session chair who ensures timekeeping and facilitates discussions.
- PowerPoint slides are welcome and ideally should be loaded onto the computer in the room before your presentation session begins.
- As you prepare your presentation, be clear on what you want to get out of the session: for example, you can steer the audience towards this by ensuring you focus on the elements of your work that you would like most comments/discussion on.
- It is recommended you use no more than 5 or 6 PowerPoint slides that contain bullet points or graphics, rather than huge blocks of text. Make sure you **focus on what YOUR study contributes** (i.e. the problem you are addressing, why it is important, what your methods are/were and what you found), instead of spending most of the presentation time summarising the existing literature.
- As you are presenting, try to engage the audience, and make sure you do not read off your slides.

### Refereed Interactive Papers

- These are held in a roundtable discussion format, with each session containing 5-6 papers.
- Each paper is allocated 5-8 minutes for the presentation, following by 10-15 minutes of roundtable discussion with the audience.
- There will be **no PowerPoint slides** to encourage more engaging interaction with other researchers. However, in order to get the most out of the session presenters may wish to prepare handouts. We recommend handouts to be no more than 5 printed slides or a 2-page summary of your paper; it is the presenter's own responsibility to print the handouts.
- As you prepare your handouts and your 5-8 minute presentation, be clear on what you want to get out of the session—for example, you can steer the audience towards this by ensuring you focus on the elements of your work that you would like most comments/discussion on.
- Prior to the conference, presenters will be put in contact (via email) with the other presenters in their session and their session chair. Please then share your handouts (and optionally also your full paper) with these individuals.
- Once you receive the handouts (and optionally the full papers) of the other presenters in your session, please read those so that you are well prepared to contribute to the discussions within the session.