Preparation for an Oral Presentation

- **Addressing the Needy**
- **Creating Synergy**
- **Balancing Interaction with Information**
- **Enough about Me. Engaging with your audience**

**Format**
- **15 Minutes in Total**
- **10 Minutes to do the deed**
- **5 minutes to sit the Q & A**

10 to 12 slides ... It's a trap O'Malley. It's all about how to get the balance between message and medium....

Words per slide. Graphics. Tables, statistics. A minefield!
Nailing the Presentation - Why & How?

Is it about the NAIL?

1. TAE CAT

Seeking
Active, attractive, Graduate, Blonde. Divorcee. No ties. Seeks fulfilling life with like-minded partner.
Genuine reply only. Box 1 Cairns
Preparing a Talk – Eggs Benedict (10) with Hollandaise (5) on the side. How many slides go into 10? How will you use the 5?

Presenting your Talk - What happened before? Who is my audience, what signals do I need to send?

Supporting with visuals – Go for 10. Make them supportive not essential – YOU TELL THE STORY.

Introduction – 3 slides (you, background, issue/message)
Body – 5 slides (problem focus (1), data collection (2), data analysis (3), findings (4), results and implications (5).

Conclusion - 2 slides – take home message (1), references and further research and/or questions (2).

Q & A Caution. These are very audience dependent. Silence = silence; anger … well you know. Structure the Q & A.
Why are you where you are in the schedule?

Any Synergies?

What is your theme?

Who before, who after?

You are all here because

Research – evidence to inform our practice

<table>
<thead>
<tr>
<th>Time</th>
<th>Session return</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:45</td>
<td></td>
<td>Patients’ psychological and practical reasons for attending the Cairns Hospital Emergency Department: A mixed methods study (PRED)</td>
</tr>
<tr>
<td>11:15</td>
<td></td>
<td>When chronic conditions become emergencies – a report from Far North Queensland</td>
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<tr>
<td>11:30</td>
<td></td>
<td>Dementia in the Torres Strait: Is there cause for concern?</td>
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<tr>
<td>11:45</td>
<td></td>
<td>Metoclopramid: a potential tool for preventing dengue transmission</td>
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<tr>
<td>12:00</td>
<td></td>
<td>Reducing the impact of cyclone, flood and storm related disasters on non-communicable diseases through public health infrastructure resilience</td>
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Clinical practice – making a difference

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<thead>
<tr>
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<tbody>
<tr>
<td>12:00</td>
<td></td>
<td>Vitamin D supplementation in pregnant women with diabetes mellitus</td>
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<tr>
<td>13:00</td>
<td></td>
<td>The effectiveness of a systematic review of antibiotic choice in children</td>
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<tr>
<td>13:30</td>
<td></td>
<td>Neonatal Hypothyroidism - A Hot Topic</td>
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<tr>
<td>13:45</td>
<td></td>
<td>Evaluating the dissemination of best practice model of care for multifaceted management of gestational diabetes</td>
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<tr>
<td>14:00</td>
<td></td>
<td>International peer access via online education portal. Hybrid High Fidelity Retail based simulated education with simulated patients</td>
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<tr>
<td>14:15</td>
<td></td>
<td>Lymphatic filariasis in north-east Asia: a systematic review and meta-analysis of infection prevalence and disease burden</td>
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Service development and change

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<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>14:50</td>
<td></td>
<td>CFSMO MET Cells: Closing the loop after Rapid Response Team call outs: an online database that issues notification and requests reviews of the deteriorating patient</td>
</tr>
<tr>
<td>15:05</td>
<td></td>
<td>Clinical pharmacists connecting with patients in rural and remote towns via whiphealth</td>
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<tr>
<td>15:20</td>
<td></td>
<td>Sexual Health, Is all about community?</td>
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<tr>
<td>15:35</td>
<td></td>
<td>Responding to the physiotherapy needs of patients following breast cancer related surgery</td>
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<tr>
<td>15:50</td>
<td></td>
<td>Improved patient-centred care across continuum of care for patients undergoing elective joint surgery at Cairns Hospital</td>
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<tr>
<td>16:05</td>
<td></td>
<td>Close</td>
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Desley Harvey
The View from the Audience

The Majority Rules
The Outside always comes in
Great Expectations
Ears have no Memory
Every Audience has an ego
The 30 second Wonder

Use the Six Signals to Build Rapport

Signal 1
I know my Subject
Signal 2
I know who you are
Signal 3
I will not waste your time
Signal 4
Here is my most important point
Signal 5
I am well organized
Signal 6
I am finished
You just want a coffee….

Distraction - Too much Choice

For 15 minutes the world revolves around you.

Can you keep them awake?

How far do you want the audience to shift – ignorance to certainty?

<table>
<thead>
<tr>
<th>Caution</th>
<th>Certainty</th>
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<tbody>
<tr>
<td>“I know what I don’t know”</td>
<td>“I know what I know”</td>
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<table>
<thead>
<tr>
<th>Explore</th>
<th>Exploit</th>
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<tbody>
<tr>
<td>Ignorance</td>
<td>Amnesia</td>
</tr>
<tr>
<td>“I don’t know what I don’t know”</td>
<td>“I don’t know what I know”</td>
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<table>
<thead>
<tr>
<th>Experiment</th>
<th>Expose</th>
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<tbody>
<tr>
<td>Knowledge</td>
<td></td>
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Where to Place Important Information

Audience Recall By Time

![Graph showing audience recall by time.](chart.png)
It’s a Polemic – a Circular Story

**Introduction**
- Follow roadmap (2 or 3 Main Points)
- Provide “road signs” to mark transitions (use 6 signals)
- Repeat important points before moving on to next topic (Reinforcing Signal)

**Body**
- Use visuals for emphasis & to increase comprehension (Organisation Signal)

**Conclusion**
- Two or Three Main Points
- Take home message

**Gives background**
- Builds Interest
- Builds rapport with signals
- Presents Main Message
- Gives roadmap of talk

**It’s a Polemic – a Circular Story**

- Two or Three Main Points
- Take home message
Handling the Q & A – Compulsory Requirement

Prepare Some Questions you had for yourself – say they were emailed in.

Have an audience plant … some Dorothy Dixies poised and ready.

Give audience members a role – Speed Cops (fast talk), Thought Police (lexicons and acronyms).

Ask the audience if anyone is/has looked at something similar?

Offer references, key and emerging work in your field, other applications.

Next generation directions?

Getting Q & A Going

Listen Patiently, Repeat the Question

Answer the Question, No More, No Less

Make Transition Back to Presentation

Dealing with Difficult questions

Don’t Be Defensive or Bluff: If You Don’t Know, Say So – get back to you….Offer to Fill in Blanks Later, pick up discussion later

Handle “Problem” Questioners, but salvage the “talk”.
Establish Verbal Transition between slides (use the 6 signals)

Reveal the Visual first.

Point to Specifics second

Posit “So What” – tell them what it says and why important.

Freeze Visual – let them do some thinking

Orient audience to you when Visual "Not Needed anymore" – “Lookamoy”