Strategies for Rapid-Fire Presentations

Recommendations for presenting in large auditoriums and ballrooms:
- Consistent, readable font (e.g. Arial, Tahoma, Verdana)
- Suggested font size: 30 - 40 point for titles and ~24 point for slide content
- Dark slides with light colored text work best in large rooms
- Readable graphs, charts, and tables - the font on your graphics should align with the suggested font size listed above
- Consider providing QR code to an accessible transcript for the audience

General Tips:
- Write for your audience
  - Avoid jargon and academic language.
  - Explain concepts and people important to your research - you may know all about Professor Smith's theories, but your audience may not.
  - Highlight the outcomes of your research, and the desired takeaway for your audience.
  - Imagine you are explaining your research to a close friend or fellow student from another field.
  - Convey your excitement and enthusiasm for your subject.

- Tell a story
  - Structure your presentation as a narrative, with a beginning, middle and end.
  - Break your presentation down into smaller sections.
  - Try writing an opener to catch the attention of the audience, then highlight your different points, and finish with a summary of the importance of your work.

- Start with a clear outcome in mind
  - Know what you want your audience to take away from your presentation.
  - Try to leave the audience with an understanding of what you're doing, why it is important, and what you hope to achieve.

- Less is more
  - Too much text and complicated graphics can distract your audience
  - Don't rely on your visuals to communicate your research—allow them to be the support

- Practice and Revise
  - Proof your presentation by reading it aloud, to yourself and to a non-expert audience.
  - Ask for feedback on *both* oral and visual components.
  - Ask your audience if your presentation clearly highlights what your research is about and *why it is important*.