
Oral presentation guidelines

The Southeast Asia and Western Pacific Bi-regional FETP COVID-19 Online Conference will take place from November 10 to 12, 2020.

Each oral presentation will have a maximum of ten minutes to deliver and followed by a ten-minute question and answer session with the moderator and the audience.

Please send a copy of your Oral presentation to the Conference Secretariat (twfetp@cdc.gov.tw) no later than **Monday November 9, 2020**.

TECHNICAL TESTING SESSION

Google Meet will be used for this online conference, please make sure you have a Google account to access the Google Hangouts/Meet. **A technical testing session will take place the week before the conference.** The Conference Secretariat will send an invitation once the date(s) and time(s) are confirmed. Please note that it is highly recommended that you join a technical testing session and be familiar with the meeting platform.

OVERVIEW: ORAL PRESENTATIONS OF SCIENTIFIC PAPERS

A well-done, 10-minute presentation of a scientific paper summarizes a study that includes your conclusions, the data that supports your conclusions, the methods used to obtain this data, and background on the importance of your study. Please note, to be more efficient in making your presentation, start from your conclusions and work forward to your results, methods and background. To get and keep your audience's attention, begin your presentation by setting the stage with your introduction by stating what kind of study you conducted and why you conducted this study. Then present your data and then give your interpretation, conclusions, and what is gained by your study.

In your 10-minute presentation, there is only time to give a short summary of your study. Consequently, focus on your main point and provide the data that supports your main findings. Unfortunately, there is not enough time to discuss the details of what you did or all the data you collected. You may have this opportunity during the question and answer section.

GENERAL OUTLINE FOR YOUR PRESENTATION

- Overview: What are you going to present (i.e. type of study and state the problem that led to the study and give pertinent background information related to your problem).
- Present the methods and results related to your conclusion. You may choose to present methods, results, and interpretations for each finding together.
- Conclusions: Summarize key findings, control measures, and public health impact.
- Recommendations and implications: Describe the recommendations made and public health implications.
- Acknowledgments: Give acknowledgements, if appropriate. Be brief and you do not need to read every one or every program acknowledged.

TRANSLATION

The first ten minutes of your prepared presentation and all slides should be given in English. If you need assistance with translation of questions asked and your answers, please have someone with you who can translate to English for you.

TIPS ON PREPARING SLIDES

Purpose

- An audience remembers more of what it sees than what it hears
- Slides are used to inform, convince, motivate to action, and selectively inform
- Slides should contain only important and useful data and text

Format

- Slides should be horizontal (landscape) rather than vertical (portrait) format
- Text slides should use no more than six bulleted text items or no more than eight lines of text in a text block or table. Make another slide if you have more bullets or text
- The text or graph should fill the middle 3/4 to 4/5 of the slide area and have a narrow border on all sides. No text, line, or data, should run off the central

area and onto the border

- We do not recommend using use three dimensional shapes such as pie charts and bar graphs

Text

- Each slide should present a single concept
- For multiple points, use multiple slides
- Use key words, do not use sentences
- Do not read from your slides
- Break lines of text at a logical spot
- Abbreviate when appropriate
- Use acronyms and symbols to reduce the amount of text on slides if space is at a premium
- Use bullets instead of numbers (numbers are used when there is an order to the listed items such as first, second, third, etc.). A common hierarchy for bullet symbols is round, dash, triangle
- Never use all capital letters; use bold, color or another font to highlight your text

Effective bullet text slides

Bullets are the standard format for most text slides. Their purpose is to organize key words. For effective bullet slides:

- Follow the order of text
- Use consistent verb form
- Use the same style of bullet at each level
- Be consistent with capitalization

Limit the amount of information on a slide. Too much information can be distracting to the audience. The following are some examples:

- Several points on one slide
- Too many bullets and sub-bullets

- Using full sentences or long phrases instead of key words
- Footnotes and giving credits to sources

Type (Font)

All text should be sans serif.

- Recommended fonts are Sans serif, Arial, Humanist, Optima and Swiss Helvetica
- Avoid Times New Roman, Courier, Complex, and Italic typefaces
- Highlight titles with larger size and bold text
- Titles are usually cast in a larger and heavier typeface than body text

Coloration

- Clear background with black text provides good contrast and readability
- Dark blue background with white or yellow text projects well
- Quantitative variables and ordinal qualitative variables: Use a gradient of grey or intensity of color to indicate a hierarchy of values
- Nominal qualitative variables: Choose among various patterns or strong primary colors so no hierarchy in the colors is implied
- Too much color or too unusual a color can be distracting: The audience may look at your colors instead of your data
- Avoid white or red background, dark color combinations, or colors that usually don't project well

Headers

Some presenters like to use a single header at the top or footer at the bottom of all their slides that identifies the title, date, or location of their investigation or your affiliation. This option is acceptable IF the header or footer is simple, consistent, and discrete.

TIPS ON PREPARING YOUR WRITTEN PRESENTATION

You will be communicating the key findings and importance of your study to a diverse audience so focus on presenting your message clearly rather than impressing them with the complexity and enormity of your investigation.

Effective slides are simple, clear and visible. If your audience remembers more about the composition and appearance of your slides than your message, you've failed to communicate.

Prepare a written script of your talk.

Use clear, plain, direct language and explain epidemiologic associations clearly:

- Always present the case definitions used in your study.
- Use sentences that describe the people studied, rather the risk factor in question.
- For example, the sentence, "Persons who ate turkey were x times more likely to become ill than those who did not ($p < 0.05$)," is clearer and more direct than the sentence, "Illness was significantly associated with eating turkey ($p < 0.05$)."
- Since most epidemiological studies are observational studies and not clinical trials, express your findings in terms of proportions (percentages of cases and controls with a given factor) and the likelihood that the observed findings occurred by chance (i.e. p-value).
- When presenting cohort data, use rates and relative risks with confidence intervals. When presenting case-control data, use odds ratios and confidence intervals.
- Use incidence vs. prevalence correctly.
- Introduce your audience to each slide that has a figure. Do this by explaining to the audience what is represented by the x-axis, y-axis, and how the data is presented. For example: "This slide shows the incidence of X over the past ten years; incidence among blacks is indicated by the yellow line and incidence among whites by the white line."
- Do not project a slide with figure on the screen and comment, without looking up and using a pointer, "As shown in this slide ...". Help the audience understand the importance of your figure by showing the pattern or trend in the figure.

TIPS FOR DELIVERING PRESENTATIONS:

Rehearse!

The best way to fine-tune a presentation is to rehearse it in front of critical reviewers. Friends and significant others can be enlisted in this process. If they have trouble following your presentation, chances are that someone in the audience will as well.

Practice! Practice! Practice!

In a time-limited presentation, such as a 10-minute scientific paper presentation, a script is necessary. Be a good reader – it is okay to read your scrip. Practice allows you to become familiar with the sequence and timing of your slides and text so that you can concentrate on good delivery. You cannot practice a presentation too often!

Know the technology for virtual meeting.

Make sure you know how to make the video-conferencing works. A dry run is essential so that you're comfortable with the platform features. Make sure you practice with the same technical set up (computer and internet connection) that you will use when you deliver the presentation. If possible, use a microphone or headset. This will provide better quality than the microphone and speaker on your computer.

Speak slowly and project your voice into the microphone.

Speak loud and slow. Do not try to give a talk that is too long by speeding up your delivery. If you cannot give a talk within the allotted time, shorten your presentation. For those who naturally talk quickly or softly, practice the "unnatural" louder, slower way of delivering a talk. Take a breath between sentences; it's a good technique for slowing down. Pause between major points or slides: it gives your audience a chance to catch up and think. Project your voice by articulating and speaking with energy. It is unlikely that you will speak too loudly or too slowly.

Occasionally look at your web cam which is your audience.

This may seem difficult to do with a scripted talk. In reality, a scripted and well-rehearsed talk allows you the freedom to look out at the audience and speak directly to them, between glances at your written material. For a virtual meeting, put the camera at eye level, and look directly into your computer's camera when you are speaking. Keep your background simple or use a simple virtual background.

Have someone with you to assist you before and during your presentation

As a presenter, your main goal is to give a clear presentation. This involves getting your computer on-line and ready to present at your scheduled time, to synchronize your words with your slides, and to clearly voice present your materials. During the question and answer session, have your assistant write down the question. Having another person can help you give your presentation on time and within the scheduled ten minutes.

Check that the correct slide is projecting.

Projection errors happen. As you change each slide, be sure that the correct slide is being shown. If the wrong slide is shown, search for the right one. Don't worry about the pause you take while checking slides or the delay that occurs if you must search for the correct slide. It gives the audience a chance to relax and think.

Remove each slide when you're done with it.

When you finish talking about a slide, remove it from the screen or move to a blank slide. What you project on the screen should always reinforce what you are saying.

Use your mouse cursor as a pointer.

Keep in mind that the mouse cursor may be hard for the audience to follow. You may change the size of the cursor to make it more visible or circle the items you wish to highlight with the cursor rather than simply pointing at them.

Make the most of the Question-and-Answer period.

This is often the most stressful period for a presenter. Here are some pointers:

- Take the time to make sure you understand the question. It is very common and normal that a presenter finds it hard to understand or remember the question posed, especially if questioner asks a long question or series of questions. Feel free to ask the questioner for clarification or to repeat the question. Have your assistant take notes on the question.
- Pause for a while to think out your answer. Take a deep breath and gather your thoughts. What may seem like an eternity to you will merely seem like a thoughtful pause to your audience.

- Keep in mind that you know more about your own investigation than the audience.
- Give short, direct answers.
- Sometimes you can anticipate some questions and rehearse answers ahead of time. Write this on a piece of paper and keep this handy in case the question is asked.
- Consider all questions to be queries for information and treat them that way even if they may sound hostile to you. Avoid projecting a defensive attitude.
- Don't feel that you have to give an answer when you can't or there isn't one. If you are well prepared and confident, you can answer "I don't know" comfortably.