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The
University
Of
Sheffield.



3rd International Academic and Research Conference

17th August 2013, University Place, University of Manchester Campus

INSTRUCTIONS AND GUIDELINES FOR ORAL PRESENTATION

Dear Colleague,

Congratulations once again for securing an oral presentation at this conference!

Please find below the instructions and guidelines that you may find useful:

We suggest that you read this document in its entirety as it contains important information regarding how to prepare your talk, guidance on how the day will be structured as well as explanation of how prizes will be awarded.

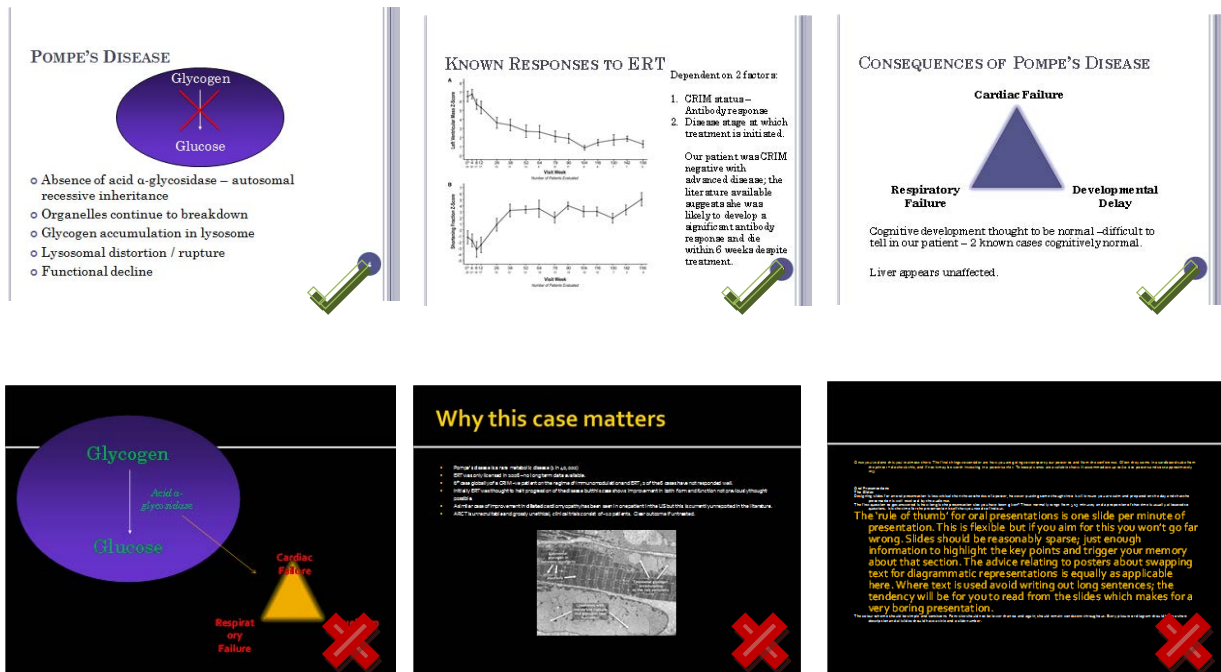
The Slides

The aesthetics of designing slides for an oral presentation are less critical than for a poster presentation. However putting some thought into it will ensure you are calm and prepared on the day and that the presentation is well received by the audience. In this conference, you have five minutes to give your talk and one minute to answer questions. It is the time for the presentation itself that you should be most concerned with. After five minutes the floor will be opened to the judging panel and audience who will ask questions regarding your work.

The 'rule of thumb' for oral presentations is one slide per minute of presentation. This is flexible but if you aim for this you won't go far wrong. Slides should be reasonably sparse (see examples below) with just enough information to highlight the key points and trigger your memory about that section. Replacing text for diagrammatic representations can be useful for both you and the audience. Where text is used, avoid writing out long sentences - the tendency will be for you to read from the slides, and this can reduce the quality of your presentation and make it less engaging.

The colour scheme should be simple and consistent. Font size should not be lower than '20 point' (preferably '24 point') and again, should remain consistent throughout. Every picture or diagram should have a short description and all slides should have a title and a slide number.

Some example slides of good and bad practice are illustrated below:



Animations, if used, should be used sparingly and be kept simple. They can be used occasionally to highlight key areas but not for every sentence. Sound effects are not encouraged as some in the audience and the judges may find this exasperating!

The Preparation

Prior to the day, run through your presentation to check timings and ask for feedback from peers about the delivery. If you do this at least a few days in advance, it will give you time to address any concerns and practice again before the day. It is also likely to reduce your nerves.

Some background reading on the subject will ensure you are prepared for any questions the judges or audience may have. You can also ask your peers to ask questions after your run through as they will probably identify any obvious areas prompting questioning.

The Delivery

Start by introducing yourself; who you are, and what institution are you from. Some people like to give a quick summary of what their presentation is about, others like to just get started – this is down to personal preference.

Keep your voice level and slow – you always think you're speaking more slowly than you are and a fast pace can make the presentation hard to follow.

Don't be afraid of pauses – what seems an eternity when you're standing at the front presenting is just a split second to the audience and a careful, considered presentation is much better than a rushed one filled with “ummmms” and “errrrs”. If you do make a mistake or trip over your words, remember that the audience probably don't realise. Don't let it fluster you, just take a deep breath and continue. Once you've finished, thank the audience for their attention and open the floor to questions. Please note that if your presentation continues beyond 5:00mins you will be asked to stop by the moderating judge, who will be a Consultant or a Specialist Registrar.

SUBMISSION OF SLIDES AND SOFTWARE:

It is vital that we receive your presentation slides by 2359 hours on 4th August 2013 (Sunday). If you wish to include a video in your presentation, we must inform you that we will not accept liability for any difficulties experienced with regards to the technical side of getting the video to play. However, any videos must also be sent in by 2359 hours on 4th August 2013 (Sunday). Please mail your presentation slides to conference@doctorsacademy.org.uk. We strongly advise that you also email it to yourself and bring it to the conference on a memory stick (USB) as a further backup. However, updated presentation slides will not be accommodated on the day due to the logistical problems that arise from such requests.

To ensure compatibility with our software, please ensure that your presentation is saved (and sent to us) using the Windows Operating System (Windows 2003, 2007, XP, Professional). If you use a system other than Windows, such as the Macintosh Operating System, please ensure that your presentation is compatible with Windows. If you are planning to use a video, the video must be saved as an AVI or MPEG video files. You will have to run the presentation from our system and you will not, in any instance, be allowed to run it from your laptop.

ON THE DAY:

Please ensure that you are aware of the running order and the time of your presentation. The precise time of your presentation will be made available to you by 2359 hours on 16th June 2013 (Sunday). As a matter of professional courtesy, you are required to be in the auditorium at the beginning of your presentation session. Presenters arriving after the start of the session will forfeit their chance to present, as this is disruptive to other presenters and delegates. In the auditorium, there will be designated seats for presenters at the front.

The organising committee will require the next presenter to sit at a 'priority seat' situated at the front corner of the room as the presenting delegate moves onto the stage to begin their presentation.

All presenters need to be present for the entire day. Registration will only be accepted in the morning, and certificates of presentation will only be available to collect at the end of the day after the prizes have been awarded to the winning candidates.

PRIZES

In addition to recognising each presenter with a 'Certificate of Presentation', we will recognise the very best of what is presented on the day by awarding a series of prizes within each category. These will be decided by our panel of judges who will be awarding scores according to a number of criteria including the quality of the work being presented as well as the quality of the presentation itself. The marks for each candidate will not be communicated to anyone other than the faculty and organising committee.

GRAND PRIZE

In addition to individual prizes within each of the category, a 'Grand Prize' will be awarded to the best oral presentation from all categories. This 'Grand Prize', entitled '**The Doctors Academy Award in Academia and Research 2013**' will be a combination of cash prize, a certificate and other prestigious privileges from Doctors Academy & main sponsors.

After Session 'C', the organising committee will call upon the five highest-ranking candidates to present their work in the main conference hall for a second time between 1530 - 1630 hours in front of all delegates and judges. It is therefore essential for anyone wishing to be considered for the 'Grand Prize' to stay until the end of the conference, when the winner will be announced.

All candidates giving oral presentations will be considered for the 'Grand Prize' unless you would like to exclude yourself from this opportunity. In which case, please inform us by email: conference@doctorsacademy.org.uk.

Withdrawing from consideration of the 'Grand Prize' will not affect your eligibility to a prize in your respective category.

The five candidates chosen to be considered for the 'Grand Prize' can be from any of the three categories, and their second presentations will be scored by a combination of both the consultant-led judging panel and the audience who will be asked to rank the presentations in order of preference from first to fifth place. Score cards will be collected and processed by the organising committee during the final keynote speech of the day, after which the winners of prizes will be announced and the 'Grand Prize' awarded.

All abstracts that have been accepted for this conference will be printed, in the format that they were submitted, into the 'World Journal of Medical Education and Research'. A copy of this journal will be given to all of the delegates on the day of the conference. If you would not like the abstract that you submitted to be printed in this journal, please inform us by email: conference@doctorsacademy.org.uk.

Should you have any further queries, please feel free to email us at conference@doctorsacademy.org.uk

Congratulations once again and we look forward to seeing you soon.

Best wishes,

Organising Committee
International Academic and Research Conference
Doctors Academy
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