

Guidelines for a 5-minute PRISM Presentation

Congratulations on having your hard work accepted as a podium at the next annual meeting of PRISM. The following are guidelines on presenting your work in a manner that maximizes your time at the podium, improves audience understanding, and insures that you cover all the salient points to drive home your message.

With the following, we offer recommendations regarding presentation style. We know that each of us comes from a different (para)medical background, and the various national meetings that we attend have different guidelines for presentation and every presenter has their own unique presentation skills; yet, the following concepts are important to be effective at the PRISM annual meeting:

1. Do NOT read every word on your slide. The audience is well educated and can read the slide faster than you can. More to the point, they will not be able to actually listen to you while they are reading ahead.
2. To the point above, minimize content on the slide. Just enough to help the audience understand what you are talking about, but not so much that you do not need to be there to actually give the talk. Do NOT use the slides as your script.
3. Unless you are using the busyness of the slide (too many words, a table with tiny print that nobody can read) to make a point – and don't expect anyone to actually read the slide, then do NOT make these types of slides. Do not apologize for slides that are too busy – because you should have NONE of these slides in your talk.
4. Large text (usually size 24-point font or bigger) is preferred for non-title sections. Using larger text will help you minimize the number of words on each slide and bring the focus of the audience to your actual speech. A good rule of thumb to remember for minimizing the text on your slides is that “less is more.”
5. Light-colored text on a darker background is best for slide design/theme. Colorblindness is prevalent, so refrain from using the colors Red and Green. If necessary to highlight a point, then use bright yellow text (presuming it contrasts with your primary text color).
6. Consider an image to represent your message in place of text, or even as a trigger to remind you of the next salient point that you wanted to make. A picture is worth a thousand words. However, beware the gratuitous photo that only distracts the audience from your message. They will take the time to look evaluate the ‘eye-candy’ slide and forget to listen to your important presentation.
7. Be cautious with animation, unless it helps audience understanding or truly augments the flow of the presentation. It can otherwise distract from your message. One of the best utilizations of animation is too control what the audience is reading during your talk – fade-in/fade-out or appear/disappear to provide the audience only what they need to be looking at during that portion of your speech.
8. Have fun with your presentation – your emotion (a reflection of your excitement regarding your findings) will affect the audiences' interest in those same findings. You should never violate #1 above, but understand that the above guidelines will occasionally need to be violated; just try not to violate too many in any single presentation.

Finally, please reference the following presentation to understand the best format for presenting your research at the PRISM annual meeting, paying particular attention to the number of slides in each section. Following these guidelines will allow you to easily keep your presentation under the 5-minute time limit, and both you and your presentation will shine!

Title Slide

Your credentials
Your Co-authors' credentials

Disclosures

- This slide is important to show with the disclosures listed out.
- Linger just long enough for you to give directions to the audience
 - “We have no pertinent disclosures”
 - “We have disclosures, see that section in the agenda for details”

Introduction

- You really only need 1-2 slides to introduce the background of your research project.

Purpose

- This slide is usually a single sentence providing your hypothesis.

Methods

- Depending on complexity of project, may require 2 slides.
- You are already 1-2 minutes into the presentation by this point.

Results

- Depending on your research, this can involve 1-3 slides.
- Limit word count
- Consider readable graphs
- You are likely almost 4 minutes into the presentation here.

Discussion

- Use 1 – 2 slides to start **highlighting** the relevance of your findings.

Limitations

- This single slide can help guide naysayers and help audience put your results in perspective.
- You likely only have 30 seconds left to finish your presentation at this time.

Conclusion

- This is a single slide with 1 to 2 bullet-points (take home messages) about your talk.

Thank you

- This slide is not necessary, but helps tell everyone you are done.
- Including this slide, you should have a **minimum of 10 slides**, and **not more than 15 slides**.
 - That is **20-30 seconds per slide**.