



# GENDER MATTERS

## TIPS FOR PRESENTERS

1. **Work to time:** For all paper presentations, figure on having 12 minutes for your presentation. This will leave time after all of the papers for Q&A. Since you likely will not be able to fit your entire paper within this timeframe, tailor your presentation to fit the time. The panel chair will help keep time, but be sure to keep an eye on them and on the time. And if you are running out of time, wrap up. Jump past a couple of slides if you need to make one last point.
2. **Save questions for later:** A common behavior for inexperienced presenters is to run right up to, or over, time, then ask if there are any questions. This eats into the time of other presenters. The panel chair will facilitate a discussion with Q&A after all the papers have been presented. At that time, you can field questions about your specific paper, and discuss some of the connections between your paper and others.
3. **Know what your point is:** Think about what you're actually trying to convey, think about why someone needs to know it, why they would care about it. This really helps you think about what you should be communicating.
4. **Avoid self-talk:** If you notice typos on your slides, etc. do not voice this out loud; it can make you look unprofessional if you mutter comments about the technology or typos out loud during your talk. The same goes if you are feeling nervous or a bit unwell – do not draw the attention of your audience to a shaky hand, a cough, or a snuffle. If you say something, we will focus on it. If you do not say anything, we won't even notice it.
5. **Rehearse:** The first time you give a talk, especially if you are using slides someone else has helped to prepare, rehearse it. Rehearsing helps because you hear yourself say the words. You can hear your jokes, practice stories and figure out the pace. Then when you have to perform for real, your brain doesn't have to figure it out from scratch.
6. **Understand the audience:** Before speaking to a group, find out what they already know about your topic. If you think you might need to explain some fundamental concepts, don't talk down to people. Just say you are going to quickly go over some background so some key points later on make sense. Remember, this is an interdisciplinary audience with many students. You can assume a generally educated audience, but not one versed in the intricacies of your area of expertise.



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7. **Talk about what you know:** The presenter's knowledge of their material is critical. You should not only know what points you are making, but knows why those things are important and what they mean.
8. **Tell stories:** Humans don't learn by listening to strings of facts. We learn from stories and examples. One of the best things you can do in a presentation is to tell stories. Make a point, then put it into a real situation. It may be something you, a colleague, or a participant have experienced, or your opinion about an issue. Your listeners will understand your point better, and you'll sound more credible.
9. **Get your point across early:** Present the most important facts first, then elaborate on them. Get your point across, and then build up on it. Your audience can then make a decision about whether to listen to you or do something else.
10. **Balance imagery and text:** Text and bullet points are OK when:
  - the point you want to make isn't easy to communicate visually
  - visual language is the best way to communicate the idea
  - people need to see the whole idea in order to understand it
  - you are discussing lists of steps or sequences

If you are going to use bullet points, make them communicate your point. Don't use them as a memory trigger for what you want to say – that's what speaker notes are for. Also be sure not to read your presentation (the audience is not interested in the back of your head and we can read just fine ourselves).