

SACQSP QUANTITY SURVEYING CONFERENCE 2008 QS + 20/20 VISION BEYOND 2010

GUIDELINES FOR ORAL PRESENTATIONS

Completed questionnaires from previous conferences show that a major source of irritation is the poor method of presentation and the quality of the visual presentations We hope the following suggestions will help!

Note that facilities for over-head transparencies are not provided at the conference. The audience greatly appreciates visuals. Visual material is normally required when discussing numbers that may be complex or other information that cannot be handled in narrative form. These make it much easier to follow your paper and they also help you to be succinct.

Data projector presentations are ideal to show charts, graphs and summarised points. However, there are a few important points to consider when preparing your PowerPoint presentation.

- ◆ Make sure that your presentation is created in “Landscape” mode (Choose File/Page Set Up/Landscape) otherwise you will not make use of the full size of the screen and your slides will be displayed too small.
- ◆ Make sure that everything shown on the screen is titled and self explanatory.
- ◆ Limit each visual to one main issue.
- ◆ The lettering needs to be large enough for the whole audience to clearly read and identify. As a guideline try to use the following font sizes:
 - Title 36 point
 - Text 28 point
 - Labeling 24 point
- ◆ Limit each visual to as few words as possible: 15 to 20 words are enough. It is even better to add a cryptic sentence of say maximum 6 words at a time to the previous sentence on the screen as you explain your points. In other words, do not dump a screen full of information at a time. The audience is irritated by the decision to read from the screen or rather to listen to the presenter!
- ◆ A combination of upper- and lower-case letters is more legible than all uppercase. Never use all uppercase letters!
- ◆ Try to use light coloured lettering on a dark background or visa versa; letters should contrast with the background.
- ◆ Use several simple visual aids instead of one complicated one.
- ◆ If you need to refer to the same visual more than once during your presentation it is better to have duplicates rather than to go back and hunt for your previous image.

Please report to the session chairman before the start of the session in which you are presenting during registration, tea or lunch breaks, depending on the programme. Make sure he has your short CV to introduce you. There will be an audio-visual operator on duty throughout the conference.

You should arrive at your session well ahead of time to become familiar with the layout of the room and the use of the data projector.

When presenting your presentation, you should be confident. Speak out clearly to the audience. Remember that the audience has chosen to be there because they are interested in your paper. Keep your audience involved. Ask questions and point out salient issues for them to consider. Set an objective, decide on the most important issues and only discuss the things that are most relevant to your objective. Stay on track! **Practise your presentation beforehand** in the presence of friends and colleagues and ask for their assistance and tips to ensure that it is clear, well presented and does not run under or over time, and so that you are familiar and comfortable with it. Do not talk to your visual. You are presenting your paper to the audience, not the screen behind you. Have your presentation in front of you in note form only, so that you can speak to the audience rather than read to them. **Do not read your paper verbatim!** Check the time allowed for your presentation in the final programme – you will be limited to the specified time. The chairman will advise you when your allotted time is running out. Five minutes should be allowed at the end of your presentation for questions from the audience and discussion. You should always paraphrase a question so that the whole audience can hear the question and understand your response. Remember that there is another speaker waiting to give his presentation.

The scheduling of papers within the session cannot be changed from that which is published in the final programme as delegates attending other sessions may “session hop” and will go according to the printed programme. If a last minute cancellation occurs, another paper cannot be moved in its place. Instead a break or an impromptu discussion will be inserted.

Care should be taken to avoid commercialisation in your presentation. There should be no reference to trade, company or product names.

Make sure to bring your Power Point presentation on memory stick as well as on a CD (as backup) to the registration desk as early as possible.