



Recommendations for Effective Abstract Podium Presentations

ABOUT

AACN invites abstracts describing programs, courses, initiatives, or evaluation strategies that characterize the conference theme, addressing the many changes and challenges in undergraduate and graduate nursing programs. Remember, the acceptance of your abstract for a podium presentation signifies it is of high quality!

CONFERENCES

AACN invites abstract submissions for podium presentations at the following conferences:

- *Baccalaureate Education Conference*
- *Doctoral Education Conference*
- *CNL Summit*

For more information contact:

Conferences Team
Phone: 202-463-6930
Email: conferences@aacnursing.org

GENERAL AIM

As the speaker, you have control over the reaction of your audience, so maintain their attention with a great presentation!

Please remember, an identical podium presentation should not be presented at multiple conferences.

PRESENTATION FORMAT

Each presentation is allotted a **25 minute time slot**: 20 minutes to present and 5 minutes for questions and answers (Q&A) from the audience. Attendees will then have 5 minutes to move from one room to another if desired. In fairness to the other presenters as well as your audience, **this time-frame will be strictly followed**.

Presenters will be provided a laptop computer and LCD projector. **AACN does NOT provide an internet connection for presentations.**

If you wish to show a video during your presentation, the file must be embedded in the presentation. However, please contact AACN beforehand to inform conference staff of the video. PowerPoint presentations with embedded videos may not play properly during the presentation, therefore, we require a separate submission of the presentation and video files.

PRESENTATION LAYOUT

Make a statement of purpose of the presentation and confine it to one simple, declarative sentence.

Divide your presentation into main ideas and arrange them in the most logical order for your listeners to grasp.

Use connective sentences and phrases to remind your audience of what they have just heard and prepare them for what they are about to hear. This will help your presentation flow from one idea to another.

Summarize and state your subordinate conclusions. Confine them to one sentence if possible, or to a small series of very short sentences.

State your main conclusion with one sentence.

Rehearse your speech to ensure that you stay within the allotted time limit (e.g. 20 minute presentation and 5 minutes Q&A). Cut down on your explanations and condense until you are within the limit. This will assure adequate time at the session for discussion.

Our members are looking for solutions. They want to know what the problems are. Hence, think about what you want them to walk away with and focus on that rather than using all of your podium time to present a lot of background information.

OVERALL PRESENTATION

Speaking Format:

- Do not read your paper. The audience wants to hear you talk, not listen to you read.
- Use short and simple sentences.
- Speak clearly and with vitality.
- Never talk while you are facing the screen. Stand at an angle that will permit a glance at the screen while maintaining full attention to your audience.
- **Do not read from your slides.** Format your slides so that they reflect talking points and then “talk” to your audience instead of “reading” to them.

Slide Format:

- **Limit the number of slides so that the presentation is manageable for a 20 minute presentation.** We suggest no more than 20-25 slides total.
- Use well-contrasting colors for text and background. Negative colors (dark background with light text) or all capital letters are harder for readers to interpret.
- Include no more than 7-8 lines of text per slide.
- An adequate margin is recommended between lettering and the outer edge of each slide (at least 0.5 inches).
- Pictures or symbols must be large enough and obvious enough to be easily recognized by the audience.
- Drawings, graphs, charts and figures should be bold, simple, and contain only essential details.
- Photographs of your topic are always enjoyed by the audience.

Text Format:

- Select a good, readable font (e.g., Arial) in which all letters are easily recognized with minimum confusion. The font style should be consistent with all of your slides.
- Use a plain vertical font without embellishment, except where emphasis or emotional impact is desired. Avoid script fonts because they are difficult to read. Use italics sparingly, if at all.

HANDOUTS & CONTACT

If you wish to provide handouts, you must create and bring your own hard copies. AACN distributes only your one-page abstract prior to the conference. Please use your own judgment as to how many handouts to produce, as we do not know in advance how many attendees each presentation will have. However, meeting rooms are typically set up for 50+ attendees.

Due to a lack of storage space on AACN's website, **Abstract Podium Presentations will not be posted after the conference.** Therefore, please share your contact information with the audience and encourage them to contact you directly.

CONFERENCE REGISTRATION

All accepted podium presenters (including co-presenters) are required to register for the conference in order to attend and present their work.

Presenters are responsible for their own expenses, including the conference registration fee.

Register online at: www.aacnnursing.org/conferences