



CONFERENCE PRESENTATION SKILLS PROGRAM

National Convention Centre, Canberra – Tuesday, 2 September 2003

WORKSHOP PRESENTERS: Kevin Kellehear & Vivienne Miller

This workshop will assist you to:

- Write an abstract
- Prepare a presentation
- Confidently present a paper in front of audience
- Prepare a paper for publication

PROGRAM

- 9.00am* **Introductions** – Kevin, Viv and audience
- 9.15am* **Writing an abstract** *Handout: TheMHS abstract review sheet*
- Choosing a theme/topic, format
 - How abstracts are selected by program committee reviewers
- 9.45am* **Preparing the presentation** *Handout: TheMHS Evaluation Form*
- What do conference delegates want to gain from a presentation/paper?
 - How to use aims and objectives to guide your writing
 - What do you want to say? What is the take home message?
 - How will you deliver the paper/talk?
- 10.15am* **Tea break**
- 10.45am* **Delivering the Presentation**
- Exercise in buzz groups
 - How do people learn? Visually, aurally, kinaesthetically
 - Body language, eye contact, voice
 - Using audiovisual aids
- 11.30am* **Practical exercise**
- 12.00pm* **Prepare your paper for publication**
From conference presentation to written paper
- 12.15pm* **Closing discussion**
- 12.30pm* **Finish**
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