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