

# Presentation Guidelines

## Thailand 2009 Conference

Congratulations on your acceptance to make a presentation at **Thailand 2009 Conference!** This is an excellent opportunity for you to share knowledge and information with your colleagues.

### **SUBMITTING PRESENTATION & BIO FORM PRIOR TO SESSION**

**All presenters must bring their presentation on a CD or thumb drive and submit it to the registration desk during the set drop-off hours.** This will enable presentations to be provided to the session moderator and loaded onto the computer prior to the session. **All presenters must also submit a hard copy of the Bio Form with their presentation.** Forms will be made available onsite at the registration desk or may be downloaded from the [speakers' page](#) on the conference website.

#### **Presentation drop-off hours:**

- Sunday, January 4, 2009: 3:00pm – 8:00pm
- Monday, January 5, 2009: 7:00 am - 9:00 am
- Tuesday, January 6, 2009: 7:00 am - 9:00 am
- Wednesday, January 7, 2009: 7:00 am - 9:00 am

*If you are unable to provide your presentation during the hours listed above, please provide your presentation to the session moderator prior to the session.*

**Presenters are advised to show up to their session 5-10 minutes prior to the session start time.** This will enable the session moderator to meet with presenters, provide details, and answer any questions prior to the session start time.

It is important that you prepare an interesting and informative presentation for the conference, rather than just reading your paper. The following guidelines will assist you in doing this. Please review these “**Guidelines**” so that you are informed as to how to prepare for your presentation.

### **PREPARING YOUR PRESENTATION:**

When you organize your talk, it may be helpful to begin by considering the following:

#### **1. What is the topic of my presentation?**

Of course, you know this, but be sure your audience is fully aware of your goals.

#### **2. Who is my audience?**

- a. Consider, if you were sitting in the audience, how you would like the information presented.
- b. ASCE is committed to promoting an inclusive professional organization. It is important that your presentation is geared to reach a diverse audience.
- c. Make sure that the content of your presentation, including audio or visual, does not contain any term/language that could be considered offensive.

### **3. What is the objective of my presentation?**

Choose main points and objectives and elaborate on them.

Once you have answered these questions, you may then begin to outline your presentation. A speech may be divided into three parts:

#### **1. Introduction/Opening**

- State your goal or ideas in general terms.
- Share a relevant story, anecdote, or quote. Startle them with a statistic.
- Use a metaphor or comparison to your topic.
- Use humor very carefully; it can be powerful and engaging, but jokes, as a particular form of humor, are risky and difficult to use successfully. Do not use humor that could be deemed offensive to a particular group.
- Any one or a combination of these introductory methods may be used in your opening to draw your audience into the presentation.

#### **2. Body**

- Discuss your main idea(s) in detail.
- Use supporting examples
- Use visual aids to reinforce.
- Reiterate your points.
- Develop a theme.

#### **3. Closing**

- Summarize your main points.
- Restate your goal, in a memorable way.
- Explain the value of your discussion.
- Reiterate the plan of action or any future plans.
- Return to the opening theme or story.
- Share another relevant story, anecdote, or quote.

### **GUIDELINES FOR PREPARING YOUR VISUAL AIDS:**

Once you have prepared your talk, you may then decide to incorporate visual aids into your presentation. Remember, “A picture is worth a thousand words.” A Harvard University

study reveals that individuals comprehend about 7% of information they obtain verbally. They comprehend 87% when information is delivered both verbally and visually.

- No matter what types of visual aids you choose, remember the acronym KISS (Keep it Short & Simple) and the old saying “Less is More.”
- Choose your visual aids carefully and make each one count.
- Determine if the information really needs visual representation – will it really help to explain your point? Too much information may overwhelm an audience.
- It is also important to prepare your visual aids so that everyone in the audience will be able to see the information. There is nothing worse than telling an audience, “Those in the back of the room won’t be able to see some of the information on this slide, so I’ll explain...”

### **Computer-driven...**

Please understand that your presentation time begins when you are introduced. To maximize your presentation time, please make sure to **bring your presentation on a CD or thumb drive and submit it to the registration desk during the drop-off hours.**

### **Reminders...**

If you cannot appear for your presentation, you must contact your moderator or track chair so that a replacement can be found. Technical assistance is available upon request, but is not present throughout the session.

### **The Final Step:**

- Practice, Practice, Practice!
- The presentation should be well rehearsed, as papers should not be read, but rather a presentation prepared.
- As you practice, be extra conscious of such things as elocution and time constraints.
- Take advantage of the Speaker Preparation Room available during the conference.
- If you have practiced your presentation and are comfortable with your material and visual aids, then you will be more relaxed and an effective speaker.

**BEST OF LUCK ON YOUR PRESENTATION!**