

Hints for preparation – especially for junior speakers

- Do not cover too much ground. Leave the fine details for publication and **discuss only the major points** of your work, supported by the conclusions drawn from your data. Remember you are trying to **communicate** with the audience **in a limited time**. A rushed presentation is of no use to the audience or to your reputation.
- Write out your presentation and **practice it with a critic**. This may help you to organise your material.
- Practice and edit your presentation until you can deliver it clearly and understandably **within the time allotted to you**. If you exceed the allotted time, the session chair may have to terminate your presentation.
- **Simplify – simplify – simplify: Keep data on slides simple**. If there is an abundance of data, divide it into several slides. Simplify material on the slide to illustrate a single point or idea. The content of a slide should be comprehensible in 20 seconds.
- **Limit your slides** to not more than two for each minute of your presentation. Think of people in the rear of the meeting room and **use large, legible letters**. A message slide should have no more than **7 lines with 7 words or less** per line. Spaces between lines should be at least the height of a capital letter. Use only light colours such as white yellow, light orange, light green or light blue on a dark background, such as dark blue or black (white on black background is better than black on white). **Remember that almost 20% of the population is unable to see red letters.**
- Be sure the information on the slides of your radiographs is well presented – enlargements of the significant areas and arrows are often helpful.
- Do not overuse fancy animations available in PowerPoint.
- Avoid any sexist, politic or discriminatory jokes, comments and slides.