

SEDSI 2024 Conference Paper Presentation Guidelines

(adopted from Dr. Bob Andrews' DASI Guidelines)

Here are instructions to help you prepare for your presentation:

- Please prepare your presentation in .pptx format.
- Upload your presentation file in Oxford Abstracts system one day prior to your presentation at the conference.
- Arrive prior to the beginning of the session to set up your presentation.
- Note that **there is no internet in the session rooms**. Please plan accordingly by loading your presentation file both on a USB drive **AND** on your laptop computer. If available, alternatively, you can load the presentation on the Session Chair's computer.
- Please plan to bring any specialized equipment you need to use for your presentation (clicker, pointer, special adapters, etc.).
- **VERY IMPORTANT:** Our projectors have a VGA input, and we will provide an HDMI->VGA cord to connect your machine to the projector in the presentation room. If your machine does not have an HDMI port, **please bring any necessary adaptors**.
- Each presentation with a Q&A will take 15 - 20 minutes depending on the session size.
- There will be a 5-minute break between the presentations in each session. This time will be used for the transitions and introductions.
- If there are any technical issues during your presentation, please contact the Registration Table.

Tips for a Good Presentation:

1. **Who:** Who is the audience for this session. For SEDSI sessions, most are faculty with interest in teaching about data management and its use for analytics & statistics instruction.
2. **What:** Focus on what you have that could be of interest to this audience and what feedback you would like from them.
3. **How:** Think about how you can effectively engage this audience so they will understand your message.

Tips for Presentation Slides:

1. **Make text large enough** so that everyone in the audience can read all essential material. Think about how and where you will make your presentation. Plan as if you are presenting in a large room and make your slides so those in the back of the room can read essential text.
2. **Do not create information overload.** Keep the signal to noise ratio high on each slide (clutter and nonessential information creates noise that can overwhelm the signal). Remember the KISS principle (**Keep It Simple for Slides**)! There is no limit on the number of slides. Make one point at a time. With numerous points on one slide people read faster than you talk, and they will tend to read and not really listen to you. You can use animation to bring in one item at a time while you are talking about it.
3. **Use keywords & phrases** rather than full sentences on your slides unless you include a quote. (In PowerPoint, Presenter View for your written notes.)
4. **If you want to provide a takeaway, consider creating a summary handout** that will provide written detail beyond your slide's keywords & phrases. Distribute or tell how to get it at the end of your talk. (To have them listen to you, you do not want them reading it while you are trying to engage them with your talk.)