Effective Presentations
What to Keep In Mind When Preparing Your AASP Presentation
For Students

Before you Begin
Assessing Yourself and Other Preparation Strategies
Assess Yourself

- Effective Presentation Skills, Steve Mandel, 2000

<table>
<thead>
<tr>
<th>Category</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVOIDER</td>
<td>Do everything possible to escape a situation that requires you to get in front of an audience May seek a career that does not involve making presentations</td>
</tr>
<tr>
<td>RESISTER</td>
<td>Has fear when asked to speak Speak with great reluctance and considerable pain</td>
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<tr>
<td>ACCEPTER</td>
<td>Will give presentations as part of their job being a student, but does not seek out opportunities Think they do a good job with presentations and sometimes enjoy it</td>
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<tr>
<td>SEEKER</td>
<td>Looks for opportunities to speak Anxiety is a stimulant that fuels enthusiasm</td>
</tr>
</tbody>
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Coping with Fear

- Rehearse
  - Practice in front of a mirror
  - Practice in front of an audience

- Reinterpret
  - Your butterflies may be a sign of readiness

- Relax
  - Use those sport psych skills!
Important Considerations for Any Presentation

- Know your content
  - Prepare to answer different types of questions

- Know AASP
  - Highlight the scientist-practitioner model
    - For research presentations, link it to practice
    - For practitioner presentations, highlight the relevant theoretical framework and/or supporting research

- Know your audience
  - How will you meet the needs of all involved?
    - Given your presentation topic, who is likely to attend?
    - What information should these individuals walk away with?
Basic Guidelines: Preparation

Leading up to the presentation
- Practice, Practice, Practice!
  - Keep time – Follow the guidelines for a lecture, workshop, or symposium
- Plan ahead
  - Know what you can skip in case time runs out!

Immediately before presenting
- Introduce yourself to the moderator
- Check your PowerPoint
  - Confirm it is loaded correctly!

Basic Guidelines: Delivery

Eye contact
- Connect with all parts of the room

Facial Expressions
- Look enthusiastic about your material!
Basic Guidelines: Delivery

- **Voice intonation**
  - Avoid a monotone voice
  - Use pauses to emphasize key points

- **Movement**
  - Particularly for workshops, move about the room and engage your audience
  - Avoid hiding behind the lectern!

Basic Guidelines: PowerPoints

- **Content**
  - Key words and phrases
  - 5 to 7 lines per slide
  - Readable font (i.e., Arial, Courier)
  - Use charts and figures
  - Include citations

- **Format**
  - Legible
  - Consistent
  - Light backgrounds with dark fonts
Basic Guidelines: PowerPoints

- **Interact with the PowerPoint**
  - Use slides as an outline
  - Discuss text on each slide
  - Do not read!
  - Refer to your slides
  - Direct the audience to key points

- **Include citations**
  - For example…
    (Weinberg & Gould, 2011)

Basic Guidelines: PowerPoints

- **Images**
  - Relevant to content
  - Balance
    - Avoid too much “fluff”
    - Excessive animations, pictures, and words spell distraction
    - Keep some “fluff”
    - No color or images spells boring
Basic Guidelines: Additional Resources on Effective PowerPoint Slides

- View Dr. Vikki Krane’s Helpful Hints on Using PowerPoint!
- PowerPoint Guidelines from ARMA International
  - When you reach the page, click on...
  - Before creating your PPT presentation, review the **PowerPoint Presentation Guidelines.**

Basic Guidelines: Answering Questions

- Listen carefully to the entire question
- Repeat the question so the entire audience hears it
- Credit the person
  - Example: “That’s an excellent point.”
Basic Guidelines: Answering Questions

- For short/simple questions
  - Answer them

- For long/complex questions
  - Answer to the best of your ability
  - Express your willingness to speak with him/her more in depth after the presentation

Basic Guidelines: Answering Questions

- When you don’t know the answer...
  - Don’t panic!
  - Acknowledge that you don’t know
  - Credit the person for their input
    - Example: “I haven’t given that much thought, but I think that’s a great point. Perhaps we can talk after the presentation.”
Basic Guidelines: Have Fun

› Show your excitement for the topic!

› Consider sharing why you chose this topic
  • Example:
    • “I became interested in this topic following my own college sport career, during which I served as a captain for my team.”

Workshop Guidelines

» Important Considerations for an Effective Workshop
Workshop Guidelines

- Preparation
  - What are the goals of your workshop?
  - How will your workshop be formatted?
    - Including time
  - How will you engage your audience?
  - What are your roles?
  - Practice with your co-presenters

- Provide a purpose and outline for the presentation

- Highlight the relevant theoretical framework and/or supporting research

- Include activities where the audience members can take part in the workshop, leading to experiential learning

- Apply the workshop material to real-life case studies or hypothetical examples
Workshop Guidelines

› Include practical strategies for audience members to take home and use

› Summarize key points
  ◦ What 2 to 3 things do you want your audience to take away?
  ◦ Ask them to share

› Leave time for questions

› Provide your contact information at the end of the workshop

How to Stimulate Discussions

› After asking a question:
  ◦ Give the audience time to think
  ◦ Wait for a response
  ◦ In the meantime, expand on your question
    ◦ Ask the question in another way
    ◦ Explain why you are asking the question
How to Stimulate Discussions

- When you hear crickets:
  - Avoid blaming the audience
    - Example: “Come on, this isn’t rocket science!”
  - Use probing questions
    - Example: “When might you have considered this idea in your own life?”
  - Have a back-up plan
    - Example: “This is a tough question. Let me give you some personal examples.”

- After a response:
  - Provide positive feedback
    - Example: “Really good point, thank you.”
  - Build off the response given
    - Example: “I really like you what said about being more proactive in building life skills in young people. That leads me into my next point…”
Symposium Guidelines

- Preparation
  - Work with your co-presenters to decide:
    - How much time is each person allotted?
    - Should questions be asked between presentations or afterwards?
    - How and when will you combine the slides?
    - What order makes the most sense?

- Create a seamless transition between presenters
  - Practice together
    - In the event of geographic distance between presenters, be sure to allocate practice time during the conference!
Symposium Guidelines

- Keeping time
  - Stay within the time allotted by you and your co-presenters
  - Designate a time-keeper or be sure the moderator will assume this role
  - Know what signals will be used in the event that you are on time or over time!

Lecture Guidelines

- Important Considerations for an Effective Lecture
Lecture Guidelines

During the presentation
- Highlight the scientist-practitioner model
  - For research presentations, link it to practice
    - What do your findings mean in applied settings?
    - Based on your findings, what are your recommendations?
  - For practitioner presentations, highlight the relevant theoretical framework and/or supporting research
    - On what empirical basis was your program, intervention, or technique developed?
    - Does your presentation highlight the need for future research?

Do not try to include everything!
- Present the key findings and significant implications
  - It is better to go into more depth on a few of the most significant findings and implications than to rush through everything

- Know your audience
  - What findings will be most applicable?
  - What 2–3 take home points will be most beneficial?

- Be prepared to answer questions about the details (e.g., statistics, methodology)
Lecture Guidelines

- Keep time
  - 10–12 Minutes Max. for Presentation
  - 3 Minutes for Questions
  - Leaving time for questions is critical
Poster Guidelines

**Preparation**
- Review the Poster Guidelines on the AASP website
  - Use this [helpful resource](#) from AASP
- Focus on creating a professional poster that has:
  - Crisp, clean design
  - Correct font size for a “strolling audience”
  - Easy-to-read bullet points
  - Attractive color scheme
  - Relevant pictures
  - Open space making it easy-to-read

**Preparation**
- Print your poster at least 1 week before leaving for the conference
- Create a handout and make copies, if you can
- Buy a poster tube for transportation
  - Don’t forget the tube during your travels!
Poster Guidelines

- Preparation
  - Review the Conference Program to see when you need to set up your poster for your poster session
  - Bring all necessary materials (e.g., extra push-pins, business cards for networking)

- At the poster session
  - Be there!
    - Describe your poster and answer questions
  - Be proactive!
    - Introduce yourself
    - Ask, “Could I provide you with any information?” “Do you have any specific questions?”
  - Network
    - Exchange contact information with interested individuals
Remember...

Have fun!!!

Questions?

› Contact your AASP Executive Board Student Representatives

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