

Best Practices for Delivering a Successful Oral Presentation at ATA 2016

1. Please follow these guidelines for a successful oral presentation:

- The allotted speaking time varies based on the type of session and number of participants. Refer to your email notification for specific times for your presentation. If you have not received this notification, please contact ata2016@americantelemed.org
- Use 2/3 of the allotted time for presentation and plan the rest for interaction with the audience
- The recommended Oral presentation format is as follows:
 - State the topic, title, name and organization (1min)
 - Provide the purpose and overview of your session (2 mins)
 - Present the main points of your session (15 mins)
 - Q&A – if there is time take 1 or 2 questions from your audiences (5 mins)
 - Leave a few minutes at the end to wrap up. Summarize the main conclusions and provide your contact information so attendees can contact you if they have further questions
 - Transition to the next presentation
- All presenters are required to complete a disclosure form prior to the conference. The ATA Presentation Management System will present disclosures to attendees in the meeting room. If you have not completed a disclosure form, download the form from the Presenter Resources home page. Please email your completed disclosure form to ATA2016@americantelemed.org by April 15th.

2. Remember the purpose of an oral presentation:

- To share your knowledge about an area of expertise, program, or research
- To network with colleagues who are interested in your work or research

3. Tips for an effective oral presentation:

- Present a core idea with clear take away messages
- Use 2/3 of the allotted time for presentation and plan the rest for interaction with the audience
- PowerPoint presentations:
 - Use large font; with max 3-4 bullets on a slide
 - Prepare an introductory slide showing the Objectives for your session
 - Presentations must be non-commercial – see USF guidelines on the Presenter Resources home page
- Presentations should focus on evidence/data, most innovative components, practical take aways and lessons learned.
- Please rehearse
- Time management is critical to the success of each session, so plan your presentation content and delivery accordingly
- Do not read your slides and plan for a maximum of 1 slide per minute during your presentation