



Oral Presentation Guidelines for the International Society of Exposure Analysis Annual Conference

Thank you for your efforts in sharing your expertise with fellow environmental professionals. The technical program is often the most valued aspect of a conference for attendees, supplying them with relevant, practical input and an opportunity to interact on a subject of great interest to them. Oral presenters are encouraged to attend a complimentary presenters' breakfast on the day of their session involvement to review program details.

There is no one set style of presentation, but the following are offered as basic guidelines:

- Practice your presentation. This will enhance its flow as well as enable you to pace yourself to stay within the time limit and allow for questions. A well-planned presentation begins with an attention-catching statement that leads into the main presentation, and ends with a wrap-up summary to fix the key points in attendees' minds.
- Design your visual aids based on what best represents your topic, but be sure they're clear and to the point. Anything from PowerPoint slides to paper handouts can be effective, depending on the nature and style of your presentation.
- Practice your presentation. Try out your visual aids to ensure they are in proper order and that you are familiar with their sequence.
- Present from a positive rather than negative frame of reference. Focus on "how to", "what should be", and "what happened when" as opposed to "what's wrong with this picture".
- Be professional, but stay at ease and remember you are among peers. Speak and move naturally, according to your own personality style.
- Let your interest and enthusiasm show, and interact with the audience as much as you can. Even the most fascinating topic loses interest if presented in a dry, detached manner.
- Stick to the subject.
- Be sure everyone can hear and understand you. You may need to repeat questions before answering them at the end to ensure everyone has heard them clearly.
- Offer to resume an informal discussion after the session if your question-and-answer segment threatens to run overtime.

Pitfalls to avoid:

- Presenting a sales pitch. Commercialism has been heavily criticized when employed in a technical program.
- Reading your presentation. Referring periodically to quotes and figures is fine, but you should generally keep eye contact with your audience.
- Offensive language or gestures. This not only is bad form, but also can detract from the importance of what you are saying.
- Excessive movements or noise. Watch for distracting mannerisms: toying with a pen or manipulating a button on a jacket; frequently clearing the throat or interjecting "uh" between phrases.

Audio-visual equipment:

- The following audio-visual equipment will be available for your use: LCD data projector, laptop, & laser pointer.
- Load your presentation on the computer in the session room at least 15 minutes prior to the start of the session.
- When standing at a podium, adjust the microphone height as necessary. When referencing the screen always keep the microphone between yourself and the screen so that your voice will always project into the microphone.
- When using the lavalier (lapel) microphone, place it up high on your clothing, and place it on the side that you will turn when referencing the screen, again, to allow your voice to project into the microphone.