AWRA & NATIONAL CAPITAL ANNUAL WATER SYMPOSIUM

Human Dimension to Resilient and Sustainable Water Management: Promoting Integrated Collaboration

PREPARING YOUR PRESENTATION

Symposium-specific guidelines

1. Presentations are limited to 2 minutes maximum. However, this guide can be used to prepare for longer presentations as well.
2. Your posters will be displayed as visual material.

General presentation tips
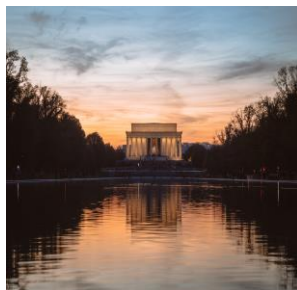
Plan your presentation

1. Prioritize *content* and decide the *order* in which you want to present it.
2. *Carefully select* the images, graphs, and text that you will use in your poster.
3. *Proofread* your poster for spelling mistakes, repeated word, and grammatical errors
4. Write down your script considering that every image/graph in the poster needs to be explained.
5. Practice, practice, practice! Time yourself and deliver your presentation to colleagues and friends to evaluate if the message is clear.
6. Start again from step 1 until you are satisfied with your presentation.

The day of your presentation

- Verify your camera and microphone are working properly.
- Try different lighting options and pick the one that makes you look the best.
- Organize your surroundings or use a non-distracting image background.
- Keep your stage clean of distracting objects.
- Search for a stable and reliable Wi-Fi connection.
- Make paused and controlled movements

Visual material content

- Keep it simple! Avoid adding excessive figures/graphs and *especially text*. You have limited time, and your audience won't be able to read the slides and follow your explanation at the same time.

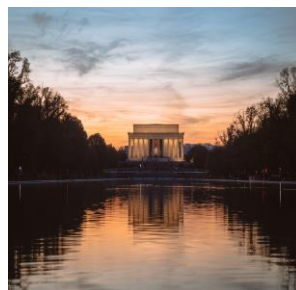# AWRA & NATIONAL CAPITAL ANNUAL WATER SYMPOSIUM

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BUILDING YOUR PRESENTATION

- Impactful, short, and simple presentations are more likely to be remembered.
- Sans-serif font is most comfortable to read.
- Round your numbers (use at most 2 significant digits)
- Walk your audience through everything on the slide.
- Choose dark, neutral colors for text and boxes; use brighter colors for highlighting essential take-aways.
- Use font colors that contrast sharply with the background.
- Select a color palette and stick to it.
- Occasionally, use color or bold text to emphasize key phrases. Or, use larger fonts for main ideas.

Presentation tips

- Prefer general-audience over technical/jargon words selection.
- Communicate your message in multiple ways to ensure the audience receives the message. This is called effective redundancy.
- Only repeat ideas if they are absolutely necessary and do not use the same words.
- Deliver one/two messages per slide.
- The audience should not have to choose between listening to you, reading text, and interpreting a diagram
- Use your communications channels as complements: Verbal + Text + Images and diagrams.
- Avoid distractions to keep your audience focused. Examples of distraction include slides sound effects, unnecessary elements/text, and animations, filter words like "um", uncontrolled movement of the mouse pointer.
- Introduce up to five new terms in your presentation (time-dependent).
- Try not to use many acronyms.
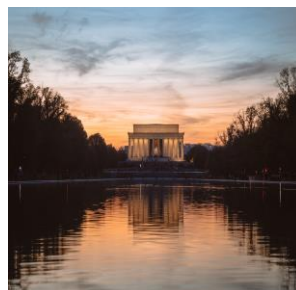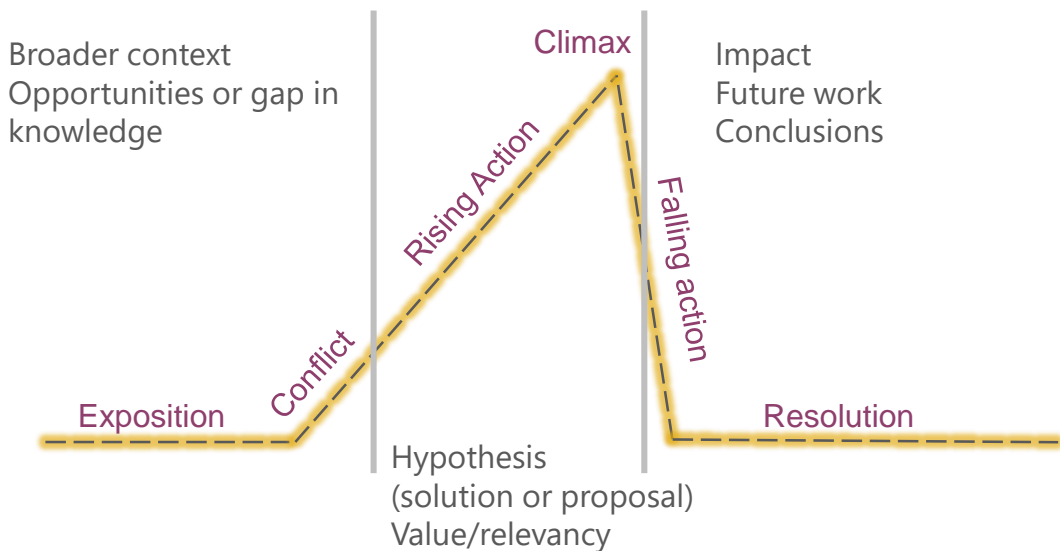- Pause and emphasize keywords.

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BUILDING YOUR PRESENTATION

Extra tips to rock on the stage

- Wear your best suit
- Speak loudly, clearly, and not too fast.
- Be confident and enthusiastic.
- Consider how to engage your audience, for example using "attention getters" like amazing facts, stories, quotes, thought-provoking questions, humor, stating project acronyms, etc.
- Give a substantial impactful conclusion!
- Remember to give credit to your teammates.
- Thank your audience.

Engage your audience walking them through your story:

Broader context
Opportunities or gap in knowledge

Climax

Impact
Future work
Conclusions

Rising Action

Falling action

Conflict

Exposition

Resolution

Hypothesis
(solution or proposal)
Value/relevancy

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BUILDING YOUR PRESENTATION

References

1. Women-Water-Nexus (2019). Environmental Water Resources Institute. Guidance on preparing your presentation.
2. Data Science for all 3.0. Colombia (2020). Data story telling.
3. Holt, S. (1999). "Effective Presentation Skills." Presenters Monthly.
4. Meyers, C. (2000). "Preparing the Presentation." Presenting in the United States.
5. New York: Aspen Productions
6. Meyers, C. Holt, S. (2002) Success with presentations: a course for non-native speaker. New York: Aspen Productions

Additional resources for creating attractive slides

1. www.canva.com
2. www.slidebean.com
3. www.slidesgo.com
4. www.beautiful.ai

Acknowledgment