HOW TO USE THIS GUIDELINE?

This document is a self-help tool. You don't need to use it, but it might help you, if you don't have experience with preparing a presentation.

Start with reading through this document and filling in the form. It will help you determine who you will speak to, about what, and for how long.

If you don't know all the answers to the presented questions – don't worry. You can skip these questions.

Secondly, start working on your narration, using the tips in this guide. You know the topic well – think about what the audience might want to learn from you!

After the first draft of your speech, think about what narrative techniques you can use to enhance your speech.

Finally, start working on the presentation slides when you are happy with your speech.

Practice your presentation as many times as you need.

You can use this template for the presentation:
https://docs.google.com/presentation/d/1vkn38HocL7nfOl8n4FF6EyPbvQHlVwYM/edit?usp=sharing&ouid=112753355354714885868&rtpof=true&sd=true

The presentation needs to be in the 16:9 PowerPoint format.

Please send your finished presentation to the email ae.poster@jim.org

The deadline for sending in the presentations is 26th September 2022!

BASIC INFORMATION ABOUT YOUR PRESENTATION

Parameter	Description
Place of the presentation	
Date	
Duration of the presentation	
Working title	
Final title	

ANALYSING THE CIRCUMSTANCES

Parameter	Description
Size of the room:	SMALL ☐ MIDDLE ☐ BIGE ☐ ONLINE ☐
Rough number of Participants	
Are they reacting as a group?	YES ☐ NO ☐ A BIT ☐ I DON'T KNOW ☐
Will they interrupt you?	YES ☐ NO ☐ MAYBE ☐ I DON'T KNOW ☐
What type of narration?	LINERALY ☐☐☐☐☐☐☐☐☐ MODULE
What is the event's atmosphere?	INFORMAL ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ FORMAL
Who is presenting before you?	
Is your session a parallel session?	YES ☐ NO ☐
Time of your speech?	

ANALYSING THE AUDIENCE

Parameter	Description
Do you know people from your audience?:	YES ☐ NO ☐
What are their jobs?	
What do they know already?	
What is characteristic about the field they represent?	
Who is their authority figure?	
What changes to their worldview are the looking for?	
How well they know the topic?	
Are you known to the audience?	YES ☐ NO ☐

PARAMETERS TO FILL IN LATER:

Parameter	Description
Opening line/sentence:	
The best, most engaging and interesting sentence for the end:	
The number of cognitive gaps* you used to make the audience curious:	
The number of anecdotes with plot twists or interesting facts:	
What other narrative tools you want to use in your presentation?	
Is your conclusion satisfactory to you?	TAK ☐ NIE ☐

*A cognitive gap is a narration tool used in storytelling. You do not give the audience the whole story, building up the suspense. You either omit crucial information, which you present later, or ask a question, that you answer later.

NARRATION IS THE MOST CRUCIAL PART OF YOUR PRESENTATION.

Start with planning out your speech. Make sure you know your material extremely well. Know more than you will to present to the audience. This will, amongst other things, develop your confidence.

A speech should follow <u>a structure</u> and have an introduction, presentation of the arguments and a conclusion.

As a next step, figure out what the ideal pace of your speech is. Most people retain information best at between 100-130 words per minute. Decide which pace best suits your delivery. Once you have established this, you need to determine the ideal length of your speech.

For example, if you feel you present best at 120 words/minute and have to present a 3-minute speech, your word limit is 360 words.

Speeches require you to engage your audience from the first sentence. Think about a witty introduction on you or the topic or an exciting sentence to start with – maybe a thought-provoking question? Or an anecdote. Getting the audience engaged early should reduce your presentation anxiety.

<u>A tip!</u> Asking your audience a question....and then pausing for a moment... helps them to think about the ideas you're presenting.

When preparing your speech, consider your presentation's logical order of information. What does the listener need to be told first to be convinced by your argument? You can use narrative tools like:

- Deliberate cognitive gaps;
- Presenting questions and answers after a pause;
- Using anecdotes with plot twists;
- Presenting facts and figures as pictures or diagrams;

to present a persuasive argument.

Finally, to ensure that you persuade your listeners, employ the following structure for a conclusion:
- Repeat your thesis;
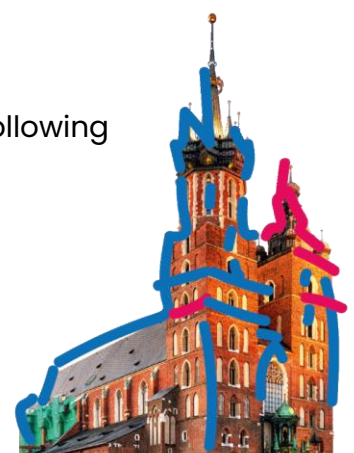
- Summarise your argument;
- Finish with a statement that you feel best encapsulates your point.

Remember, the last part of your presentation is often what the audience remembers the most.