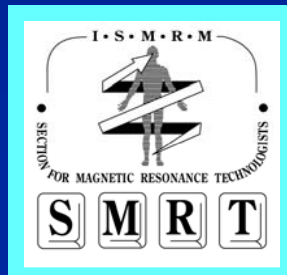# Section for Magnetic Resonance Technologists
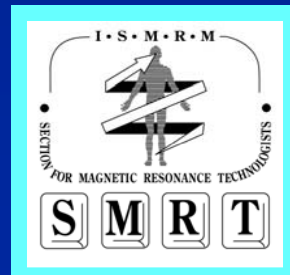
Guidelines for Giving Oral Presentations

SMRT Education Committee

Purpose: This slide presentation covers basic considerations and guidelines for giving and creating oral presentations.

Target Audience: MRI Professionals whom are new to developing presentations.
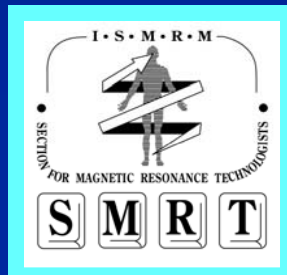
Reasons for giving an oral presentation:

1. You have submitted an abstract to a annual meeting and it has been accepted for oral presentation.

2. You have been asked to give a presentation in your area of expertise for a meeting. Most meetings are CE accredited, in this case you will be required to submit your curriculum vitae (CV) and a outline/objective for your presentation for CE approval to the meeting sponsor.

3. Most sponsors will request material from the presenter for the syllabus for the attendees. Usually a power point or pdf copy of your slides will satisfy this request.
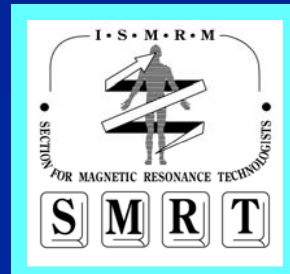
Preparation

1. Start early in preparing for your talk.
2. Research and collect material which may relate to the topic.
3. Tell a story in logical sequence.
4. Stick to key concepts. Avoid long descriptions and unnecessary details. Write in point form not long sentences.
5. If you are making a series of points, organize them from important to less important. The less important can be skipped if you run out of time.
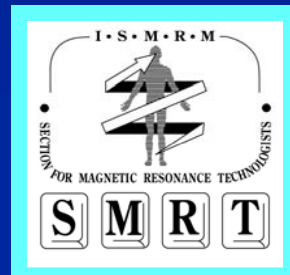6. Try to not use unfamiliar jargon or acronyms, strive for clarity.

Preparation

1. Make your second slide a outline of your presentation.
2. Follow the order of your outline.
3. Don't over load your slides with too much text or data.
4. Use the least text as possible, pictures and graphics are best.
5. Use a known software program such as Microsoft PowerPoint.
6. Select a background. You may add your company logo. This can be set for every slide by using the slide master feature.
7. Check with your colleagues at your institution as they may already have a slide template for you to use.

Preparation

1. If you are planning on presenting your abstract, keep the content of your presentation to key points from the abstract.
2. Most abstracts are written with a introduction, purpose, methods, results and conclusion sections. Keep this same order when making your presentation slides.
3. Add additional graphics/images to your presentation as needed that were not included in the abstract to emphasize your conclusion or results.
4. Remember time allotted will be tight for abstract presentations at most meetings, and as a courtesy to other abstract presenters keep on time.

Background Bad

1. Background should be consistent for each slide

2. Avoid backgrounds that are difficult to read from.

3. Choosing the right background can dramatically impact the focus and attention of your audience.
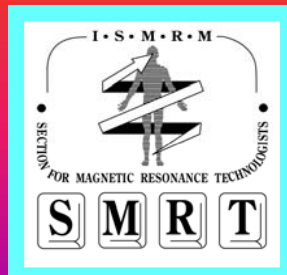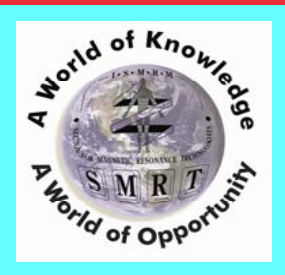
Visual & Text Elements

1. Use a font size of 34 to 36 for slide titles.
2. Font size should be large enough to read.

- If you use a small font your audience will not be able to read your slide.
- ## Don't use a complicated font

3. Use a font size of at least 20 for slide content.
4. Use the same font for each slide, its distracting using a variety of fonts.
5. Use a standard font such as Times New Roman or Arial.
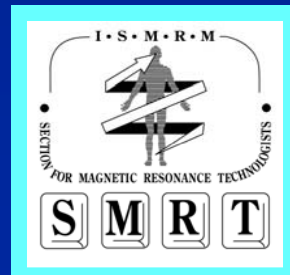
Visual & Text Elements

1. Use clear simple visuals.

2. If using animations or movies always test prior to your presentation to make sure they work correctly.

3. Don't overuse special effects, the focus should be on you and the content of your presentation.
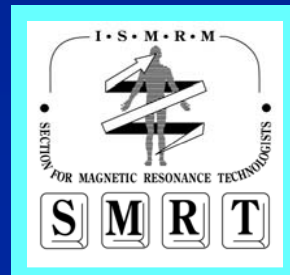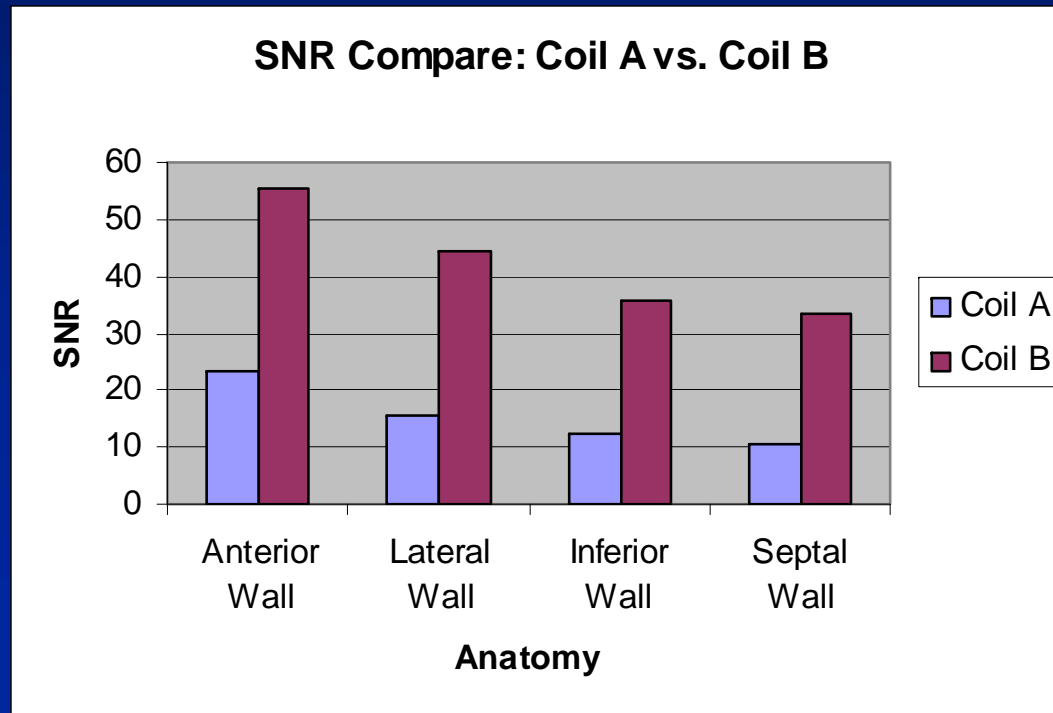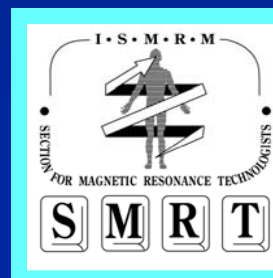
Graphs & Chart Elements

Bad

	Coil A	Coil B
Anterior Wall	23.5	55.6
Lateral Wall	15.5	44.5
Inferior Wall	12.5	35.5
Septal Wall	10.4	33.4

Use Graphs instead o charts and words for statistical data.

Good

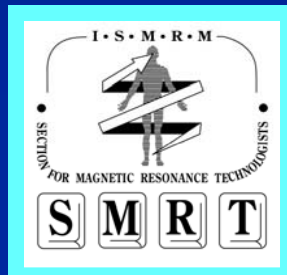SNR Compare: Coil A vs. Coil B

Examples generated with Microsoft Excel

Tips on Presenting

1. Never read directly from notes or from your slides you should know the material inside and out!
2. Practice your presentation to see how much time you use for each slide. 1-2 minutes per slide is recommended.
3. Talk at a natural rate of speech, and speak clearly and distinctly.
4. If the topic is appropriate involve your audience, ask questions, make eye contact.
5. Pause briefly to give your audience time to digest the information.
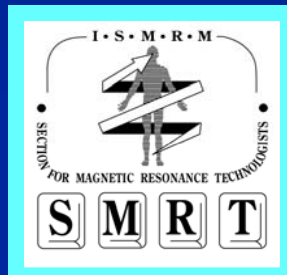
Pre-Talk Preparation

1. Arrive early at the venue, follow all instructions for uploading your presentation to Audio Visual staff. Audio Visual technicians can assist with any problems or issues. Personal Laptops cannot be used in many venues.

2. Dress appropriately for your audience.

3. Turn off your cell phone.

4. Show some enthusiasm for your topic! However don't over do it, use natural gestures.

Pre-Talk Preparation

1. Proof your slides, if English is not your first language, try and have a fluent English speaker review your slides.

2. If possible practice your presentation in front of a live audience such as your co-workers.

3. Be sure that you time yourself.

4. End on TIME!
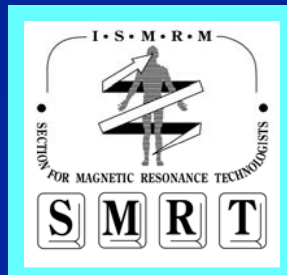
Conclusion

1. Use an effective and strong conclusion as your audience is likely to remember your last words.

2. If possible save time for audience questions.

3. Try to repeat the question for the audience to hear if microphones are not being utilized.

4. If you can't answer a question politely state that you don't have that information and will try and find out. If a detailed answer is needed and time is short just state we can discuss at a later time or I will take that question off-line.