



What is a podium presentation?

- An oral presentation of a larger work, e.g. a paper or research study
- Presented to an audience, using a software program such as Power Point

Helpful Hints for Podium Presentations:

Before the presentation:

- Know your audience
- Define purpose and goals of the presentation
- Ensure objectives match content
- Ensure format meets presentation guidelines
- Use the same font throughout, use bullet points, and when presenting data use graphs
- Know your content, practice!

The day of the presentation:

- Arrive early to the venue
- Bring equipment and check functionality before presentation
- Wear professional attire
- Greet the audience as they arrive

Stages of Preparing a Podium Presentation

Plan	Draft	Review	Peer Review	Edit	Package
<ul style="list-style-type: none"> • Select a value-added topic • Ask "How does content add to current knowledge of topic?" • Outline content using an organizing framework 	<ul style="list-style-type: none"> • Follow 6x6: 6 words/line, 6 lines/slide • Plan 1 minute/slide • Use a non-distracting, easily read background • Use high quality graphics 	<ul style="list-style-type: none"> • Allow sufficient time for revisions • Present to colleagues who are and are not familiar with topic 	<ul style="list-style-type: none"> • Rehearse with someone who is rigorous, and will offer constructive feedback • Allow twice as long as the presentation to rehearse 	<ul style="list-style-type: none"> • Consider reviewer comments and revise to strengthen the presentation 	<ul style="list-style-type: none"> • Revisit guidelines • Make it easy for viewers to read slides • Practice, especially with transitions

Tips for Success

1. Articulate clearly, speak slowly and loudly, vocalize pauses, and punctuation
2. Be aware of body language
3. Be mindful of podium panic - prepare, breath deeply, and be yourself
4. Consider using stories to exemplify a point
5. Encourage audience participation, such as an activity, case study, or poll
6. Prepare and rehearse responses for Q & A
7. Keep it short – if presentation is for 30 minutes, finish in 25 minutes
8. Bring business cards to hand out , if requested

For consultation, contact Research and EBP Team through Center Station Hub (click [HERE](#))

Podium Presentation Do's and Don'ts

- **Do** make eye contact
- **Do** have a professional stance
- **Do** thank the audience, moderator, organization, and the researchers, team members, etc.
- **Don't** chew gum/candy
- **Don't** fidget
- **Don't** click or tap pen or pencil
- **Don't** play with clothing
- **Don't** shuffle notes

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