PART 1: HOW TO CONSTRUCT A PODIUM PRESENTATION USING POWERPOINT

Vanderbilt University Medical Center Nursing Research Office
Objective

✓ The objective of this presentation is to outline steps for creating an effective podium presentation.
Preparations for Podium Presentation

✓ To effectively prepare for a podium presentation the presenter needs to know:

1) Type of presentation that is expected
2) Who you are addressing (Audience)
3) Purpose/Goal of presentation
Type of Presentation

✓ Types of podium presentations can vary

Examples:

1. **Roundtable discussion:** small group discussion involving several participants
2. **Breakout/concurrent session:** shorter period of time (30 min – 45 min), with small group of people
3. **Panel:** form of shared presentations
4. **Keynote address:** speech that presents important topics, issues, policies, etc.
Consider the type of presentation when preparing your materials.

- **PowerPoint slides** – would be appropriate for a keynote address or breakout session
- **Handouts** – might be helpful for a roundtable or panel discussion
Audience

✓ Know who you are addressing:

   **Examples:** Staff nurses, administrators, nurse practitioners, legislators, or physicians

✓ Presentation needs to be relevant to your audience
Where to Start

✓ Objectives of presentation
✓ Outline of presentation
✓ PowerPoint layout (if applicable)
✓ Font (if applicable)
✓ Things to consider
✓ Identify the objective(s) of your presentation:
- What do you want the audience to get out of your presentation?
- Use action verbs
- 25 words or less
- One or two points
- Keep simple
**Objectives (cont.)**

✓ **Examples:**

- Identify the process for choosing co-authors.

- Develop a manuscript that is suitable for publication in a professional journal.

- Create an online survey using the REDCap survey tool.
Outline of Presentation

✓ Develop an outline of the information you will present.

✓ Check presentation guidelines/instructions if provided with your acceptance letter.

✓ Identify the topics you want to address and a few points for each topic.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Number of Slides</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Title                     | 1                | • Title of presentation  
                            • Name and title  
                            • Organization |
| Acknowledgement (if needed)| 1                | • Placed at the beginning or end                                     |
| Background                | 1                | • A few words about the content of work  
                            • Statement of hypothesis |
| Purpose                   | 1                | • Primary aim of research                                            |
| Methods                   | 1-3              | • Study design  
                            • Measures  
                            • Sample(s) |
| Results                   | 4-6              | • Key variables  
                            • Descriptive results  
                            • Hypothesis-Testing |
| Conclusion                | 1-2              | • Limitations  
                            • Important findings  
                            • Provide websites and/or resources |
| Future                    | 1                | • Next steps                                                        |

Note: Allow 1 minute per slide.
PowerPoint Layout

- VUMC templates can be downloaded from the Interactive, Web and Design website

- Contrasting colors (light background with dark text)

- Avoid yellow background color
Font

✓ Font that is easy to read:
  - Arial
  - Times New Roman
  - Courier

✓ Avoid red text

✓ Do not use all CAPTIAL LETTERS

✓ Use the same font throughout your presentation
Font (cont.)

Bigger is Better

44 pt. — title lines
32 pt. — major text
28 pt. — minor text
Things to Consider

✓ Use short phrases, not full sentences
✓ Use bullet points
✓ No more than 5 points per slide
✓ No more than 7 words per line
✓ When presenting data use graphs
Do not include everything you plan to say on your slides. Only list main points/ideas that you plan to speak about.

Findings of the TLC-NP Group

• Participants felt that using the system
  ◦ Increased their sense of participating in their care
  ◦ Helped them track their symptoms
  ◦ Helped them know what to talk about on their next clinic visit
  ◦ Helped remind them to call with concerns
• This group was very much or quite confident that symptoms discussed with the NP were transmitted to their doctors and that the automated self-care strategies were very much helpful.
• Most were likely to use system again
Things to Consider (cont.)

List main points/ideas that you plan to speak about.

Exclusion Criteria

- NPASS score
- NICU admission
- Surgical procedures after the 1st during the hospitalization
- Received Narcan in 1st 48 hrs. post-surgery
Graphics

- Graphs
- Charts
- Photographs
Graphs

- Bar graph: comparing 2 or 3 groups

- Line graph: displaying change over time

PICO Questions
(submitted through website)

Re-hospitalization Trend

Percentage

Year

2006
2007
2008
2009
2010
2011
2012
Charts

✓ Pie chart: represent numerical proportions of the “whole”

✓ Scatter chart: relationship between two variables

Relationship Between Re-assessment & Pain Relief

Accessed VPNPP Website

(N = 80)

Yes, 90%

No, 10%
Things to Consider

✓ Use colors that are bold and clear

✓ Use colors consistently

   Example: Yes = green; No = black on all data slides

✓ Use large font for titles

✓ Mark axes clearly

✓ Use legends
Photographs

✅ Only use high quality photos

✅ Choose photos that are in focus

✅ Photos that include patients can only be used if you obtained a consent from the patient.
Next Steps

✓ If you need assistance with your PowerPoint slides or the outline of your presentation we can help:

Nursing Research Office
S-2413 MCN
3.2992
www.VanderbiltNursingEBP.com

✓ After your slides are constructed see:

Part 2: Podium Presentation Skills
References
