Top Ten Tips for Professional Presentations: How to Do it Right (or at least Better)

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1. Practice, Practice, Practice

2. Prepare the final products
   • Print your products
   • Organize your materials

3. Preview the final products
   • Review your slides: spelling, grammar, color, readability
   • Print a scaled down version
   • Listen to the feedback from colleagues/collaborators
   • Consider posting to a hosting site

4. Appropriate poster and podium etiquette

5. Readability
   • Color
   • Fonts
   • Photos, tables and graphs
   • Structure

6. Know your subject and your audience
   • Who are you presenting to?
   • Think like someone in your audience

7. Meticulously follow all guidelines
   • Podium Presentation
   • Poster Presentation
   • Abstract

8. Consider Using a Template

9. Use all available resources
   • World Wide Web
   • Make use of other presentation elements that work well

10. Don’t procrastinate
    • Develop a plan and stick to it
    • Set target dates
    • You have months to prepare