



SVRI Forum 2019: Presentation Guidelines

SVRI Forum is an abstract driven event. We received many wonderful and interesting abstracts. To ensure both presenter and the audience get the best out of this opportunity, we have prepared the following guidance to help presenters prepare their Forum presentation.

Firstly, as a speaker we ask that you:

- Provide a professional quality presentation on the agreed upon presentation abstract you submitted.
- Allocate time before the conference for a conference call or email exchange with your session moderator and/or fellow session speakers to discuss the panel.
- Meet with your Chair 10 minutes before the panel starts to make sure your presentation is uploaded, and everything is ready to roll.
- Please stick to the time allocated for your presentation. Remember that it is discourteous for a speaker to take time from other presenters.
- Provide us with an electronic copy of your presentation by **7 October** so it can be uploaded in advance of the Forum. Send your presentation to robert.ganesh@mrc.ac.za. Label the file using your SVF number and name so we can correctly match the file to you and your presentation time slot.
- Make sure you have proper approvals for the use of photographs in your presentations.
- Have fun with your session. If you are having fun, then so are your audience.

Presentation Guidelines

Forum offers three types of presentations: Oral Presentation, Intervention Presentation and Four Minute Presentation (Science Pitch). Guidelines for all three are to follow:

Guidelines for Oral Presenters

Things to think about:

- **Presentation length.** Times for presentations can range from 10-15 minutes, followed by 5-10 minutes of Q&A. Your time will depend on the number of presentations in your panel and the time allocated for the panel ie some panels are 1.5 hours and others are 2 hours long.
- **Number of slides.** If your presentation is supposed to be 10-15 minutes long, it will be impossible to get through 35 slides. Make sure you time your presentation in advance – there is nothing worse than one presenter taking time from another.



- **Font size.** Make sure your slides are readable. 28pt and up is recommended.
- **Your audience.** SVRI Forum is home to researchers, practitioners, programme managers, policy-makers, funders, activists – all of us have the power to use the findings presented at Forum to advance and strengthen our work. All presenters, where possible should avoid over-use of technical jargon and if necessary provide a description of concepts either at the end of their presentation or offer to discuss issues/concepts with delegates during the break.
- **So what?** We do this work because we want to create a kinder world, please make sure you detail how your work is relevant to changing policy, improving research, serving survivors etc.
- **Secondary trauma.** We work in the field of trauma and many of us are survivors. Carefully consider the types of photos / images you use in your presentation. Avoid use of images that may trigger vicarious trauma among delegates.

“10 Ways to Ruin a Presentation, advice from TED to its speakers on what to avoid:

1. Take a really long time to explain what your talk is about.
2. Speak slowly and dramatically. Why talk when you can orate?
3. Make sure you subtly let everyone know how important you are.
4. Refer to your book repeatedly. Even better, quote yourself from it.
5. Cram your slides with numerous text bullet points and multiple fonts.
6. Use lots of unexplained technical jargon to make yourself sound smart.
7. Speak at great length about the history of your organization and its glorious achievements.
8. Don't bother rehearsing to check how long your talk is running.
9. Sound as if you're reciting your talk from memory.
10. Never, ever make eye contact with anyone in the audience.”

(Source: - <https://hbr.org/2013/06/how-to-give-a-killer->

Guidelines for Programmes or Interventions presentations:

Things to think about (in addition to most of the above):

- **Presentation length.** You have about 20 minutes to share information on your programme or intervention, followed by 10 minutes of Q&A.
- **Interaction and engagement.** Intervention content panels are meant to be interactive experiences where you have an opportunity to share a component of your intervention with your audience. Think about the best way to share your intervention in an engaging and interactive way.
- **Evidence based.** When introducing your programme/intervention, briefly detail evidence that underscores your intervention e.g. the intervention effects was tested through an RCT, and provide the key findings in one slide.
- **Content.** Think about what your audience needs to know about your intervention, e.g. what is it trying to change, who is it for, what is the length, who facilitates/delivers the programme, how are they selected, how are they trained and by whom, how are



facilitators managed and mentored, has it work anywhere else, and what is the content and share some exercises with the audience.

- **Use of slides.** Try keep the use of slides to a minimum and focus on sharing how the intervention works in practice.

Guidelines for a Four Minute Presentation – FMP (formerly known as Science Pitches):

Some things to think about:

- **What is a Four Minute Presentation FMP?** An FMP is a concise, well-prepared 4-minute description of your research / or programme. FMPs are all about telling a story, which is why this format has become hugely popular at the SVRI Forum.
- **Presentation length.** You have 4 minutes to present your work, with no time for Q&A. During FMP panels, up to 15+ presentations will be delivered over 1.5 hour.
- **Slides and visuals.** You are limited to **only one** slide / image during your FMP. Think carefully about what you want to show. We suggest you show one image / words / visual that identifies your research/programme e.g. a picture of your beneficiaries; your curriculum; a key question you are trying to answer with your work.
- **Send in your image/slide.** Even though you only have one slide, you must still send it to us in advance of the Forum. Make sure you label it correctly, so we can match the file to you and your presentation time slot.
- **Supporting materials.** We will provide a table at the back of the room to share briefs, brochures on your work. At the end of your presentation let people know about your materials so they can read more about what you are doing.
- **Practice.** FMPs, although short, can be powerful ways to share your work. Make sure you practice your pitch, that it is only four minutes long, and that you don't sound rehearsed. Practice really helps with those nerves as well.
- **Timing.** You really do only have 4 minutes. Your Chair will stop you after 4 minutes to ensure you do not cut into other presenter's time. Make sure you practice – we can't say this enough.
- **More information on FMPs:**
 - [Elevator Pitch Roundtable](#)
 - [Elevator Pitches for Scientists: What, When, Where and How](#)

If you have any questions, please contact us at: svri.forums@mrc.ac.za.