

Presentation Preparation Guidance – Platform and Rapid 5 Presentations

This guidance is designed to help you plan and create your platform or rapid 5 presentation. Please read this before you begin to work on your presentation.

More information can be found on the [vPUK speakers' page](#) and we can be reached at physiotherapyuk@csp.org.uk if you have any questions.

Presentation types

Your invitation email will indicate the presentation you have been offered. It will be one of the following:

Platform: A platform presentation of 10 minutes with 5 minutes allocated for questions.

Rapid 5: A presentation of 5 minutes with 5 slides covering key points followed by group Q&A after three presentations.

Pre-recording your presentation

All presentations will be shown as pre-recorded presentations with live Q&A after. The pre-record should show your presentation slides, with clear audio and yourself on webcam presenting the presentation. The pre-record must be saved as either an MP4 or [webM](#) file. You can use any software you wish to pre-record your presentation.

If you chose to use Zoom, you would set up a meeting with yourself where you would share your slides and have the video of yourself in the corner presenting your slides. You would record this meeting and send it to us, following the instructions below.

Once complete, please save your file using the following format:

Name, Presentation type (e.g. platform or Rapid 5), **Theme, Room, presentation date** (day, month, year), **presentation time** (24hr clock)

E.g. Fran Fitch. Platform. Transforming Provision. Auditorium 3. 05.11.21.
09:00

Please send us your pre-recorded content by the **1st October**. Due to the large volume of pre-recorded presentations we will be receiving it is critical to send it to us by this



date and no later. This will enable us to check the audio quality, convert and upload it to the platform. Failure to submit by this date may mean we are unable to show your presentation.

The pre-recorded content will be shown by the auditorium stage manager as directed to by the Chair of the session.

To submit your pre-recorded material, access our content collection site [here](#) and upload your file, using the below login details.

Username: **submissions**

Password: **Upl0ads2021!**

Preparing the content of your presentation

All presentations must be given in English and have a beginning, middle and an end.

You should:

- Inform the audience of what you are going to cover
- Inform them of what you want them to know
- Conclude your work with the message you want the audience to take away

Considerations

- Think about the length of your presentation (10 minutes for a platform and 5 minutes for a rapid 5) and do not try to fit too much in. It is better that the audience is given key messages clearly than overwhelmed with information.
- The purpose of the presentation is the interactive transfer of information. All of the session formats allow for question and answer time.
- Draft the outline of the presentation and develop it in full if you prefer to. However, consider that the language and delivery used in a verbal presentation is often more natural and different from that used in writing.
- Include case studies, examples, quotes, analogies, questions and interesting statistics as appropriate to the topic and to the audience.

Structure

- The title of the presentation should be the same as the title of your abstract.
- Consider using the headings given in the guidance for abstracts for research and special interest papers. Many presenters simplify this to:
 - Introduction
 - Purpose
 - Participants
 - Methods/ materials
 - Results
 - Discussion/ conclusions
 - Implications/ recommendations
- References should be included, if used, but try to keep them to a minimum.
- Have an acknowledgments slide where you acknowledge contributors and funding organisations.
- Ethics approval, if appropriate, should also be mentioned and the appropriate committee/body acknowledged.
- Provide information about how you can be contacted on the final slide.

Creating your slides

- We recommend the use of PowerPoint for creating your slides. A rule of thumb is to use one slide per minute. **(For Rapid 5 sessions the presenter is restricted to 5 slides in total).**
- Keep slides simple but interesting. The title slide should be attractive and stimulate interest in the topic.
- Limit the amount of information on any one slide. Try to use keywords and phrases and include no more than 4-5 points per slide. This will help your audience to concentrate on what you are saying.
- The layout of the slide should allow for empty space. Too much information on one slide makes it difficult to read and attracts the attention to the slide rather than the speaker.

Text

- The text, tables and graphics should look integrated and go together well.
- Leave space between lines of text.
- Use different size fonts for main points and secondary points.
- Font size for headings should be no less than 48pt.
- Font size for the main body of text should be no less than 24pt.
- Use sans-serif fonts that are easy to read such as Arial.
- Use upper and lower case and avoid using too many style changes e.g. shadow, bold, italics.



- Text should be left justified (with the right side ragged) as this is easier to read.

Colour

- Keep in mind that your audience might include people with visual impairments.
- Select colours with high visibility and high contrast. Note: using colours for decoration may be distracting.
- Use colours that will stand out and be easy on the eyes (dark backgrounds and light text is best).
- Limit the use of colour to 2 – 4 shades or colours and keep a common theme throughout the presentation.
- Check if your institution has a house style that must be followed.

Images, graphs and charts

- Diagrams, graphs, charts, tables and images are a good visual aid as they tend to hold interest better than text.
- Use appropriate graphs, charts and images that closely follow or complement the concept expressed in each slide.
- Please ensure you have the copyright or consent permissions to use any images.
- Graphics should be greater in width than height, ideally 50 percent wider than tall.
- Use colours to distinguish different data groups in graphs and avoid using patterns or open bars in histograms.
- Lines in data graphics should be thin but sufficiently wide to allow discrimination between different lines.
- Fully label any images, tables or graphs. Labels should be placed on the graphics itself; no legend is usually required.
- Remove all non-essential information from images.
- Focus on principal results.
- Illustrate your point by verbally discussing the graph or chart.



Final check

Below are some questions to help you check your final presentation before uploading it:

- Have you made the relevance of your presentation to your allocated conference theme clear?
- Is the message of your presentation clear?
- Do the key points stand out?
- Is there a good balance between verbal presentation and visual aids?
- Is the sequence of your talk clear?
- Is the visual material appropriate?
- Do the colours you've chosen work well together?