

1-Day Academic Presentations Workshop Agenda for Kyoto University

This workshop has a maximum attendance of 250 participants for modules 1–4, and then 30 participants for the final presentation module. Attendees will attend the final presentation activity will need to come with three prepared slides (an introduction slide, a figure/data slide, and a conclusion slide) on their laptop computer to be used in the activity.

1. Planning your narrative (9:30-10:45)

- Identifying the target audience
- Identifying the key message
- Storytelling techniques

This section discussing the importance of planning your presentation before you begin. We first review the various audiences that you may be presenting to, and what they are expecting from your presentation. We then discuss how to refine your key message of the presentation, along with the supporting evidence, that will be appropriate for your audience. Lastly, we review storytelling techniques that can make your narrative more engaging and compelling.

Activity: Participants will identify the key components in their narrative to help focus their presentation for their target audience.

Break (10:45-11:00)

2. Poster presentations (11:00-12:30)

- Benefits of posters
- Making clear posters
- Poster presentation strategies

This section focuses on producing and delivering impressive poster presentations. We begin by highlighting the benefits of posters compared with slide presentations, and how to capitalize on these benefits to build professional relationships with other researchers. We then review how to make posters that are clearly organized to logically guide conference attendees as well as communicate the importance of the study. We conclude this section by discussing how to present posters effectively in a crowded and noisy conference environment.

Included activity: Participants will need to identify ways to improve poorly prepared posters.

Lunch (12:30 – 13:30)

3. Slide presentations (13:30–15:00)

- Importance of a story in slide presentations
- Preparing clear slides
- PowerPoint advice and tips

This section covers how to make a slide presentation that will effectively communicate the significance and value of a study. We first review the importance of a logical storyline when preparing the slide presentation to keep the attention of the often weary conference attendees. We then spend most of the section discussing how to make clear slides that discuss the motivation, findings, and implications of the study as clearly as possible. Lastly, we highlight ways to maximize PowerPoint to efficiently make professional looking slides.

Activity: Participants will need to identify ways that they may need to modify their slides for a virtual versus an in-person presentation.

Break (15:00–15:15)

4. Professional presentation skills (15:15–16:05)

- Importance of presenting with confidence
- Non-verbal strategies
- Verbal strategies
- Effective Q&A sessions

This final section covers how to present to audiences with confidence to establish trust. We first review the importance of practice and ways to do so more effectively. We then highlight non-verbal strategies to establish confidence before reviewing verbal strategies to improve the clarity in the information being delivered. Lastly, we discuss how to handle Q&A sessions effectively to further establish credibility and expertise.

Q&A session (16:05–16:15)

5. Presentation activity for 30 participants (16:30–17:30)

Thirty participants will have an opportunity to use what they have learned in the workshop to present their 3 slides in 5 minutes to their groups, while the others in group will complete a feedback form for the presenter. The groups will then spend 5 minutes discussing what was positive about the presentation and what could be further improved. The trainer will move from group to group to listen to various presentations and give further advice.