

Quality Improvement Scientific Symposium 2023

Poiapoia te kākano kia puawai



Whole-systems quality: Better, together

Holiday Inn Auckland Airport | 10 May 2023



QUICK RAPID-FIRE TIPS

You will have 10 minutes to convey the key messages you want to share with symposium attendees. Doing so will require careful preparation! Below are some tips for you to consider as you prepare your rapid-fire presentation.

Know your audience: Think about them – how do you want to engage them? What will resonate with them the most?

Tell stories: Bring your initiative to life through anecdotes and examples of your accomplishments, learning and experiences.

Show pictures: Share images that illustrate your work or share a metaphor of your message through pictures.

Avoid acronyms: Avoiding acronyms will help the audience at the symposium to understand your presentation; if you do use an acronym, explain its meaning.

Visual materials: Do not put everything you want to say on your visual aids and then read a script verbatim; instead, use visual materials as cues. Consider using diagrams, run charts and other graphics to share your results.

Avoid jargon: Keep the language direct and simple.

Keep it simple: Don't cram visual materials with too much information or too many words.

Key messages: Try not to exceed three key messages; be sure these are clearly identified in your talk.

Include your contact information: Provide participants with your email address, phone number, Twitter handle, website, etc. so they can follow-up with you afterwards.

Stay on time: Plan ahead so you know what you can cover in the allotted time. The session moderator will ask you to finish presenting within 10 minutes to allow enough time for questions and discussion and will hold up numbered cards to give you a countdown.

Practice! It is strongly recommended that you practice your presentation several times, especially if you have not presented at many conferences in the past. Time your practice runs and ask your colleagues or friends to listen and provide feedback.