



# Presenter Tips and Tricks

# Congratulations!

You are presenting at the 45<sup>th</sup> Annual  
Children's Literature Association  
Conference!

# Important Dates

**March 1, 2018** - Completed presenter information form due.

**March 1, 2018** – Abstract revisions and title changes are due.

**April 4, 2018** - ALL presenters **MUST** be members of the Children's Literature Association and registered for the conference.

**June 28-30, 2018** - ChLA 45<sup>TH</sup>  
ANNUAL CONFERENCE

# Presentations

**YES**

Be sure to save presentations to a **USB** or **thumb drive**.

**NO**

ChLA **cannot** support Prezi, You Tube, or other web based software.

# Handouts

You are not required to pass out copies of your presentation. However, if you choose to make these available, remember to.....

- Include images
- Make copies ahead of time (ChLA will not be able to print them onsite for you)

# Prepare ahead of time!



**“Just make it up as you go along, like everybody else!”**

# Before you present...

- Practice, practice, practice!
  - Read your paper aloud!
  - Make notes
  - Rehearse timing
- If you are using slides, be sure to note in the paper where you will refer to those slides.
- Visit the room you are presenting in ahead of time
- Introduce yourself to your chair and fellow panelists
- Ask your chair to give you a 2-minute warning if you are running out of time.
- Read the other abstracts being presented in your panel.

# DO'S & DON'TS

## DO

- Use the microphone.
- Use effective visuals.
- Keep to the content of your paper.
- Speak clearly, and at a reasonable pace.
- Present as if you are having a conversation with someone.
- Simplify.
- Foreground your argument.
- Make eye contact.
- Write down questions, especially if you are the moderator.
- Pause to give the audience time to digest complex ideas.

## DON'T

- Step away from the mic, or ask the audience to let you know if they can hear. This puts the burden on those with hearing impairments to speak up.
- Fill slides with text. The audience will either read or listen, not both.
- Get into discursive side notes, or you will run out of time.
- Lifelessly read from your paper.



# REMEMBER

- It takes about 2 minutes to read a double-spaced page in standard formatting. If you have 20 minutes, aim for 9 pages.
- Simplify. If revising a longer original paper, trim your paper down to a few major points. You may need to cut genuinely important items. It's okay to gloss over these points with explicit commentary, such as "Here I'm skipping [x]...".
- Engage with the audience. Be sure to make eye contact, and avoid looking down while you present. If you get nervous, look above the audience's head to the back of the room.
- Add explicit transitions, rephrase tongue-twisting and jargony sentences, and generally rewrite the language of the paper to make it more relaxed and conversational.
- Prepare. Practice orally performing the revised text with an eye to pacing, volume, timing, clarity, and expressiveness. Identify a paragraph or so that could be dropped if time runs short.

# Expect Questions

If you don't know the answer, simply say,

*“Thank you for that question – I’ll have to think more about that”.*



# HELPFUL RESOURCES

<https://www.editage.com/insights/8-tips-for-presenting-a-paper-at-an-academic-conference>