

Guiding Questions for Planning a Presentation at a Learning and Teaching Conference

1. **Who is your audience? How much prior knowledge will they have of your topic? How do you allow for members of the audience who come from different countries and cultures?**
2. **What equipment will you need? Communicate in advance with the conference organizers about computers, internet access, projectors, flipcharts, lapel or roving microphones, etc.**
3. **Do you need a set of PowerPoint slides? If you think they are needed, limit the number of words per slide and use images to stimulate thought. Avoid reading from the slides during your session.**
4. **How long do you have for your session? How will you split this between talking and activities? To ensure that the session is interactive, aim to have an activity at least every 15-20 minutes.**

9. **How will you deal with the unexpected? It is best to practice the presentation out loud so that you can get the timings right and plan what you would cut, or add, if the unexpected occurs.**