UNC Water & Health Conference
SCIENCE · POLICY · PRACTICE

Instructions for Verbal Presenters

Congratulations on being selected to present your research at the UNC 2023 Water and Health Conference scheduled to take place from October 23-27, 2023. Below are the instructions for preparing your **verbal** presentation.

Verbal Presentations occur in breakout rooms at the Friday Center (100 Friday Center Dr, Chapel Hill, NC 27517) from **3:30 pm to 4:45 pm, Monday through Thursday – confirm the day you are scheduled to present before arrival:** Detailed Schedule for 2023 Water and Health Conference (adobe.com)

BEFORE YOU ARRIVE:

- **Register for the in-person conference online** if you have not already done so. All presenters must register for the in-person program to attend. *Notify us ASAP if you will not be able to attend and present your verbal presentation.*

- **Prepare a 10–12-minutes PowerPoint presentation** with 3-5 additional minutes allotted for questions from the audience (*15 minutes total*).
  - ○ ==*BY WEDNESDAY, OCTOBER 18, 2023* **upload your final slides here in the folder corresponding to your scheduled presentation day:** https://drive.google.com/drive/folders/1M4_z59rL0IrG3M3gVxv7DajWKgPaiFd1?usp=sharing==
  - ○ **Save your final slides to an electronic storage device (ex: USB flash drive)** and also bring it to the conference.
  - ○ **Prepare any additional presentation materials** you need to bring onsite (e.g., handouts, office supplies, business cards, etc.).

AT THE CONFERENCE:

- **When you first arrive onsite, check-in with staffers at the registration table** to confirm:
  - ○ Your presentation date, room, and time.
  - ○ Receipt of your final PowerPoint slides. Our staff will ensure these are preloaded on the computers in the rooms where you will be presenting. *This will improve our run of show and ensure you have your full time to present.*
- **On the day of your presentation, check-in with staffers at the registration table again** to confirm you have arrived and have your final slides ready to present.
  - ○ *Your final slides must be uploaded to this link a week BEFORE your presentation. Don't forget to also bring your electronic storage device (ex: USB flash drive) containing your final slides, and any additional support materials you may have prepared.*
- **Arrive 10 minutes early to your presentation room.** This will allow us time to setup and practice your presentation, including:

- Preloading your final slides onto the computer in the room if needed (a staff member will help you with this).
- Practicing presentation transitions, testing microphones and equipment, etc.
  - Each room will be equipped with LCD projector, computer, microphone and podium.
  - You will have 10-12 minutes for your presentation, followed by a 3-5-minutes question and answer session. *Please coordinate with the room moderator on how to manage audience questions after your presentation.*
  - The time keeper will let you know when you have 2 minutes and 1 minute remaining, and when you must stop.
  - Presentations will be recorded and uploaded online to the public Conference Youtube channel for ongoing access.

PRESENTATION TIPS AND TRICKS:

- **Practice!!** Especially in front of people who can give you feedback. You can also record your presentation practice session to see what you may want to do differently.
- **Make sure to pause** during presentations to make sure your audience doesn't get lost in your presentation (especially if you are someone who tends to speak quickly or who's presentation includes lots of technical information!).
- **Use visuals instead of text** in slides where possible.
- **Use sign-posting** so your audience doesn't get lost in your presentation.
- **Limit the amount of text** on each slide and **use large font sizes** so no one has trouble reading text.
- **End your presentation with contact information** so audience members can contact you if they have additional questions
- **You may also have hand-outs** to go along with your presentation that have your contact information on them
- **Prepare for the Q&A session** from the audience. You should work with your moderator to determine how you want to manage these. You may wish to prepare some questions in advance to give to the moderator/a friend in the audience to ask if no one else is asking questions

Need More Help?

- If you have additional questions or need help preparing for your presentation before the Conference, please contact us at waterinstitute@unc.edu
- If you need help with your presentation during the Conference, please visit the Water Institute table at the conference. Our staff member there will be happy to help you and/or happy to direct you to the best resource