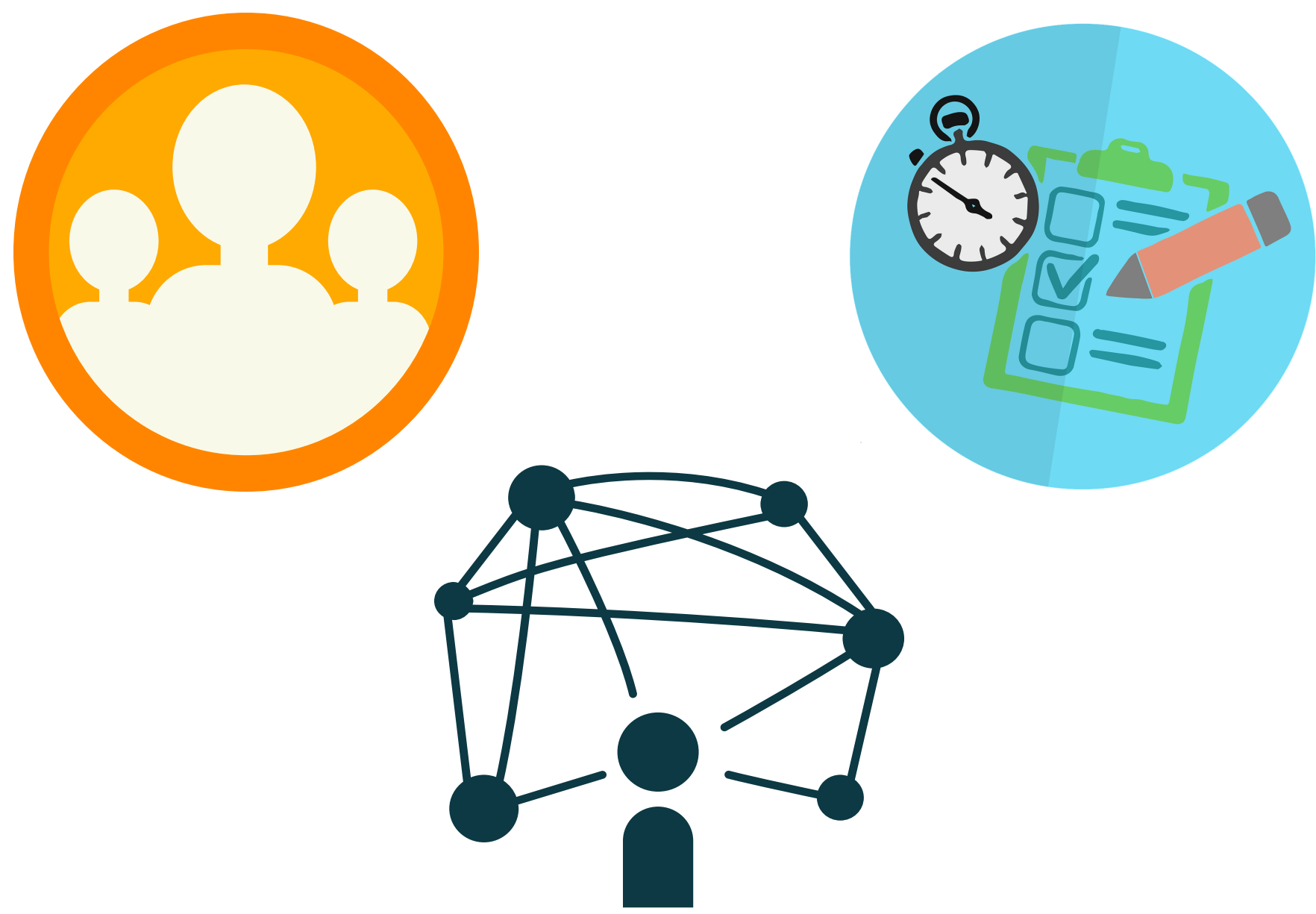


GIVING A TALK

by Sue Robins

This infographic is a gentle reminder for anybody who does public speaking at conferences or events: educators, clinicians, researchers, families and clients/patients too.



1 PREPARING

- ✓ Understand your audience and focus on how you can help their greatest challenges.
- ✓ Pick three key messages; don't dump information.
- ✓ Share your humanity through brief stories, even in the most technical talks.



2 DESIGN

- ✓ Your slides should complement what you say.
Hint: don't print all your speaking notes on your slides.
- ✗ Bullets on a slide are very 1990.
- ✓ There are many creative ways to present your information. Think of single words or phrases, pictures, infographics, quotes, illustrations, graphics, GIFS and videos!
- ✓ White space, white space, white space.
Hint: Never use a slide if you have to apologize for it not being readable.



3 DELIVERY

- ✓ Share your messages with passion instead of worrying about being perfect.
- ✓ Open by smiling, connecting with & acknowledging your audience.
- ✓ Face the audience; don't turn your back to them to look at the screen
- ✓ There is no need to memorize your talk. Even TedTalk speakers use prompts and notes!
- ✓ Most speakers talk too fast; pausing to refer to your notes helps you slow down.

