

AMERICAN HEALTH LAWYERS ASSOCIATION ORAL PRESENTATION GUIDELINES

Practice-oriented materials and sharing of relevant personal experiences without unnecessary self-promotion will bring your presentation to life and facilitate your developing rapport with the audience.

Remember not to read directly from your materials but cover, at least briefly, all major outline headings, and tell your audience where you are in the outline from time to time.

Enjoy yourself! Presentations are more captivating if you have a passion for your topic.

Stay within the given time frame of your session in respect of your fellow speakers.

Engage the audience with case studies, hypotheticals, panel presentations or a lecture format that encourages participation by attendees, and interject humor as appropriate.

No vocal variety can produce a monotonous presentation. Employ volume, pitch and inflection, pace and rhythm, emphasis, and “the pause” to add vocal interest to your presentation.

To enhance your presentation, employ visual aids (e.g., charts, graphs, Power Point slides, web slide shows, cartoons and photographs). Avoid including too much information that make visual aids difficult to read and detract from information that should be communicated orally.

Avoid inside jokes and private banter between faculty members or individual attendees, and apologizing for not being an expert.

Timely submissions of your outline and PowerPoint presentation ensure that your written materials will be included in the program binder and on the CD, may improve your evaluations and will be a factor when you are considered for future speaking opportunities.

Include time to answer attendees’ questions and answer them as directly as possible. Repeat the question to make certain that all attendees have heard it. Ask open-ended questions if necessary to initiate the question and answer segment of your presentation.

Organize your material to reflect a clear theme and identify “take-away” points relevant to the theme of the presentation that will benefit the attendees. Openings should include why the topic is important to attendees; closings should reinforce key points of the presentation.

Notify the Programs Department as soon as possible if you foresee any problems or think that you will need special audio-visual arrangements so that your needs can be accommodated.