

**TWELFTH INTERNATIONAL CONFERENCE OF THE  
INTERNATIONAL SOCIETY FOR THIRD-SECTOR RESEARCH**

**TIPS FOR CONFERENCE PRESENTATION**

Paper sessions and panels at the ISTR conference comprise three, **15 to 20 minute presentations** that deal with a similar topic or theme. The short length for presentations presents a challenge for many presenters who are used to developing their ideas over a much longer lecture! These guidelines are offered to assist you in presenting your work in a timely and informative manner. Good presentations contribute to the overall quality of the conference and to the value of the conference as a venue for your own and other presenters' work. Please make use of them in designing your presentation.

1. **PLEASE DO NOT READ FROM YOUR PAPER.** This is particularly important at a multidisciplinary conference such as ISTR, where you will be presenting your ideas to a broader group than the (potentially) specialist group that will read your paper. In any case, listeners appreciate a presentation focused on key ideas, rather than a rushed attempt at the full text.
2. Please do ensure that your presentation bears some relationship to the abstract on which your audience members based their decisions to attend. To do otherwise is to set them up for frustration and disappointment.
3. It is not possible to pour a conference paper into a 20 minute presentation. Instead, summarize the storyline of your paper, then present some 'cut' of your work that will encourage people to read the whole story. For example, if you are reporting on the results of a survey, outline the project, perhaps with contextual details that explain your particular role or interest in the work, then focus on an aspect of the results that has proved interesting, or (for example) difficult to interpret. As a rule of thumb, depth beats breadth; four points made well will come across better than 15 rushed through.
4. A visual presentation is very helpful for your audience, as long as it is legible and large enough to view / read. Prepare a PowerPoint presentation of 5 to 7 slides (two to three minutes per slide) is about right. You will probably find you have prepared more slides than you need for a crisp presentation. Bring these with you to the conference and keep them at hand, as one or more may prove useful in the discussion/question period.
6. If you are not an experienced speaker, practice your presentation before traveling to the conference! Present it to colleagues or co-workers who can help you improve it and who can alert you if it is unclear or boring. If you have students, do give them a dry run. They are great judges of presentability and they give honest feedback.
7. **Please keep to time!** Session moderators will not give you extra time as this will cut into someone else's presentation or into the question and answer period. The q&a period is actually your reward: the more time you allow for q&a, the better your feedback!
8. Be prepared to deal with questions; to give clarification, additional information, and comment on problems in a frank, candid and helpful manner.

Enjoy your presentation!