



Prize Rules

Prize Categories

1. Best Young Researcher Presentation
2. Best Overall Paper
3. Best Overall Poster

Rules

Young researchers are defined as those who are still registered as a student or have had their viva within the past 2 years. All student registrations will be considered for a prize unless individuals ask to be withdrawn from consideration.

Recently graduated young researchers (within 2 years of their viva), should email the conference organiser to request they be considered for the prize using the subject heading "Prize Inclusion".

Oral Presentations: Chairpersons will nominate the best from their session. These nominations will be presented to the final judging panel. The judging panel will have the final say.

Poster Presentations: Delegates will be given a set of stickers to place by their favourite posters. The five posters with the most stickers will go forward to the finals to be decided by the judging panel. The judging panel will have the final say.

The chair of the judging panel will announce the decisions of the panel during the conference closing ceremony.

Factors Considered During the Assessment of Oral Presentations

- (i) the subject matter, including the complexity of the problem and the depth of the research and analysis undertaken;
- (ii) the quality of the oral presentation and associated visual aids;
- (iii) ability to stick to allocated time slot;
- (iv) performance in answering questions.

Presentation skills – helpful hints and tips

1. Plan the structure and format of your presentation

(a) Clarify the aim

- What is the aim (i.e. the exact purpose) of the presentation?
- If you are woolly about the aim, your presentation won't be clear
- Spend time establishing the aim
- What do you need to cover to ensure you fulfil the aim

(b) What do you know about the audience?

- Who are you presenting to?
- Analyse your audience and target your presentation to their knowledge and understanding.



(c) What do you need to cover to ensure you fulfil the aim?

- Ensure that what you are going to say is appropriate to both the aim and the audience
- Prioritise your material. You don't have to say everything.

(d) How much time do you have?

- Don't go over the allotted time and remember to allow time at the end for questions

(e) Venue and equipment

- Where will you be presenting?
- What audio-visual equipment will you require and what is available?
- Check the venue and equipment in advance, if possible.
- If not, then allow yourself enough time on the day to have a look at the set-up.

2. Plan the content

(a) Beginning

- Introduce yourself and the others who are doing the presentation
- Explain and put up the main points you will cover (e.g. as bullet-points)

(b) Middle

- Go through your points logically and in sequence
- Summarise (give sign-posts) as you go along

(c) End

- You could use your original introductory summary of main points to summarise
- Give a conclusion

3. Questions

- Plan for questions; don't be taken by surprise. Be prepared to clarify if someone interrupts during the presentation.
- Ask for them if none is forthcoming
- If you don't understand a question, ask for clarification
- Don't be afraid to admit you don't know
- Tell them you'll find out and get back to them
- Get back to them!

4. Visual Aids

- Whatever you use, whether it is OHP or computer presentation, keep it simple and clear.
- Visual aids should add to the impact of your presentation.
- Learn to use a software package like Powerpoint that is specifically designed to produce presentation material (this is useful to produce slides - i.e. even if you are not using a computer presentation on the day).
- Bullet points are most effective – keep to a large font size
- Use 18 – 24 point font size, with up to 32 point for titles
- Choose a clear font style (experiment!)
- Keep diagrams and figures large and simple.
- Where possible, use colour to differentiate elements
- Label graphics, graphs and figures clearly
- Notes
- You may want to use both notes and the prompts given by your slides etc.



- Prepare a handout to circulate to the audience.
- If you use notes, make them easy to read.
- Use brief notes as an “aide-memoire”. Don’t read out the text word for word!
- Number the pages and clip them together.
- Don’t fiddle with your notes whilst presenting!

6. Presenting

- Vary the tone of your voice and the pace at which you speak (though better slower than too fast).
- Be careful of little verbal tics e.g. “um”, “er”, and “you know”.
- Make eye contact with your audience, not the floor, your notes or the OHP.
- Use pauses. It gives you thinking time and the audience time to reflect.

7. Before the day

- Check that you have everything you need sufficiently far in advance of the presentation to allow you time to deal with any unforeseen mishaps e.g. mislaid slides or notes.
- PRACTICE your presentation
- Ask your colleagues/peers to be a mock audience
- Ask them to give honest, constructive feed-back
- Revise bits that don’t work e.g. add an extra background/explanatory slide
- Practice it again...and again
- And ENJOY yourself!

GOOD LUCK!