

Guidelines for Professional Medical PowerPoint Presentations

Students should demonstrate knowledge of the capabilities of PowerPoint, the skills to use them, and excellent presentation skills. Title slide should have the names of all persons in the group preparing the presentation.

Requirements

1. Effective use of text

- Rule of 6:** With few exceptions, there were no more than 6 lines per slide or bulleted list, 6 words per line. Slide text only contained an outline (key words) of talk.—not complete sentences.
- The verbatim talk was in the Notes section for printing in NotePages. (This is for me so I can see what you will be saying in case I don't get to the presentations. It is also for you in case you want to print these out for your presentation.)
- Minimum font size is 20 points, 32 for titles. Text size was large enough to be read from the back of the room.
- More than just the 2 basic slide layouts were used: title slide, bulleted list. i.e. use two bulleted list, title only, etc.

2. Effective use of animation

- Slides contained transitions between each slide.
- Appropriate use of Animation. Animation is used to emphasize important points or convey concepts effectively without distracting from the overall talk. Don't over do it.

3. Effective use of graphics

- A PowerPoint template or color scheme with a gradient background was used. Not black and white.
- There were at least two slides containing some relevant graphic. Suggestions: a photograph of your parasite, a map illustrating the incidence worldwide, a movie of a microscopic wet prep of your parasite, a graph of results of a study of effectiveness of diagnosis or treatments.

4. Effective presentation skills

- Spoke to the audience, not the computer or the projection screen
- Speaker appeared practiced and at ease. Did not read talk.
- Speaker use clinical cases when possible to apply talk to the real world.
- Spoke at a reasonable rate, not too fast or slow.
- Spoke clearly and audibly. Didn't mumble. Was audible from back of room.
- Presenters used the time allotted effectively. Did not run short or over the allotted time, leaving time for discussion.

Suggestions

Text on the slides should not be complete sentences, only key words unless there is a direct quote with source. If every word you are going to say is on the slides, there is no need for you to be there.

Break long lists into multiple slides or use a two bulleted text boxes format.

Animation effects should not distract but improve the talk. Use the same transition throughout presentation. Instead of setting all text to appear line-by-line on mouse click, use automatic, timed entrance effects. Use dimming effects to focus your audience on individual points where emphasis is needed.

High contrast color schemes should be used when the room or data projector are not ideal. High contrast means that the text and background are not even close to the same hue. Using the same background for the entire presentation is a good thing.

Pictures are worth a thousand words. Most students are highly visual learners. Concepts and critters should be illustrated.

Try to show more personality than the podium. However, use of humor is only advised if you have some comedic talent. Injection of Far Side cartoons, etc., should apply to the topic. Long talks can be improved with these, but don't overuse them.

Involve the audience if possible. Let their experience or expertise improve the talk. When the topic allows, using stories from your own experience improves the presentation.

5. Effective use of reference materials in preparation of talk

- Cited the resource on the slide in a footnote using APA style OR
- Included a list of references on your last slide.
- Included hyper links to authoritative web sites on the topic.
- If applicable, included the results of at least one research article on the topic with a link to the full text article.

Medical audiences want evidence of validity, authority and currency of information.

Total Points =

When presenting hour long grand-round type presentations:

Effective Medical Lecture Skills

- Tell your audience your objectives for this talk.
- Don't try to teach too much in a one-hour lecture. Your audience will only take home three or four major points from a one-hour lecture.
- Emphasize what is important to learn.
- Provide memorization aids such as mnemonics.
- Allow time for questions from the audience.
- Include a few typical board questions on this topic.
- Use actual or made up medical cases as illustrations.
- Use progressive disclosure tactics to involve the audience and guide them through the decision making process.
- If clinical practice guidelines exist on this topic, provide them.

The Nine Events of Instruction

According to Robert Gagne, there are nine events that activate processes needed for effective learning. Gagne believes all lessons should include this sequence of events:

1. Gain Attention
2. Inform learner of the objectives
3. Stimulate recall of prior learning
4. Present stimulus material
5. Provide learner guidance
6. Elicit performance
7. Provide feedback on performance
8. Assess performance
9. Enhance retention and transfer

<http://ide.ed.psu.edu/idde/9events.htm>

Handouts

- Don't kill trees just for the sake of having a handout.
- If you have an illustration that is too complicated to project on the screen, like an intricate algorithm, hand that out and refer to it in your talk.
- Give the audience something useful like a job aid, list of abbreviations, or outline.
- Board questions on the topic make a good handout.
- Articles kill trees, but the seminal article on the topic is good. Short of that, a reference/resource list is good with URLs.
- For some audiences like a group of residents who don't have anything to write on, the PowerPoint 3-slides-per-page handout is good for taking notes.
- Otherwise, put your presentation on Blackboard or on the web, and let the audience print out what they like in the way of a handout.