

TWENTY NINTH ANNUAL NICE WEEKEND PRESENTATION GUIDELINES

Date: 25th – 27th May 2018
Location: Bayview Wairakei Resort

Closing Date: 9th April 2018

A Transfusion Science Educational Opportunity Organised by the NZIMLS TSSIG



Presentation Duration

Your presentation should be 2 – 5 minutes long. This allows for changeover time and any discussion/question time. Discussion is good! This is our opportunity to share ideas and helpful hints. Don't be nervous about questions. The delegates attending are very helpful with this and we have a Transfusion Medicine Specialist attending who is an excellent resource for the trickier questions. 😊

Read your presentation through to someone else prior to the weekend to check the timing.

Abstract

An electronic version of your abstract MUST be e-mailed to Raewyn Cameron (raewyn.cameron@pathlab.co.nz) by **9th April 2018** if it has not been uploaded with your registration. If possible, it should be in the formal abstract format which includes Introduction, content, conclusions and references. Topic must be related to Transfusion Science. Remember that it may simply be a problem that you would like a group discussion to solve.

Guidelines for writing abstracts are found on the NZIMLS Website. As a general rule they should include as much information about your presentation as possible and should be 2 – 3 paragraphs long. Remember that delegates should be able to go home, read your abstract and remember the talk.

Content

Try to include the following sections:

- ◆ Introduction / overview
 - ◆ Middle or Main detail
 - ◆ Results / Conclusion / Discussion
 - ◆ Summary
 - ◆ References / Acknowledgements
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- ✓ Be consistent with layout, content and formatting.
 - ✓ Keep it simple. Don't overload slides with information. Know your subject. Don't read it from the slide.
 - ✓ Keep to about 6 bullet points if possible.
 - ✓ Don't over-animate. Using all the techy stuff is cool but it can detract from your presentation. Simple is best.
 - ✓ For a 5 minute presentation, you should really need less than 10 slides.
 - ✓ Remember to check your font colour against any background pictures. Can it be read from a distance?
 - ✓ Use the wizard recommended font size as this does work well in most presentations.

There are many helpful sites on the internet. Check out their suggestions. Ask someone who has been to NICE before!