



# **Step-by- Step Guide**

**to Presenting at  
Academic Conferences**

# Arrive Early

Arriving 20 minutes earlier to the conference will give you ample time to prepare yourself. You'll have enough time to settle in, familiarize yourself with your surrounding and study your audience. You also get a chance to go through your speech one last time and make any corrections or add any points that you may have left out earlier. You'll be able to listen to speakers that are scheduled to speak before you and gauge your audience's reaction. On the off chance that the speaker scheduled to speak before you does not show up or finishes his presentation earlier than his allocated time; you will be able to jump in and start your presentation.

# Start Confidently

When it's your turn to give your presentation, smile, introduce yourself and start. Offer a smile and a quick introduction about yourself; this establishes your credibility to the audience. Gain the audience's confidence and attention by maintaining eye contact, encourage questions and discussions as you go on. It makes the audience involved and lively.

# Pick a Narrative Structure

A narrative structure makes the presentation memorable, highlights important points and helps with the flow. The most common speech narratives are:

## Tower Structure

In this structure you use bits of information to build your argument. Once finished, show the audience the power of the totality of the argument you have created.

## Mystery Structure

Present a question to the audience that they desperately want an answer to. Keep the audience in the dark throughout, revealing the answer at the end. Give hints and clues of the answer along the way.

## Ping Pong Structure

Use this narrative structure if you expect your audience to contradict your point. Here present both sides of the argument in such a way that the audience will follow both sides, curious about which side will win.

Source: <https://coling2018.org/presenting-your-academic-work-at-a-conference-applicable-tips-and-advice/>

# Talk About Your Research

The audience wants to hear about your research. Do not go through existing literature, giving background information on others' cases. Instead, discuss the literature with which you are directly engaging and contributing to.

# Use a Formula

You might get overwhelmed and skip some important points that need to be highlighted when you don't have a clear structure of how your speech should flow in mind. Using a simple formula will keep your speech organized. You can use this formula for your academic presentation:

Introduction

Research Question

Methodology

Literature Review

Results

Analysis

Conclusion

# Build a Climax

Conference presentations are short, mostly 15 to 25 minutes long. Keep your audience's attention by building to a climax. Peak their interest early on so that your audience barely has time to fade away before your point can be made. Once you've made it to the point, end quickly.

# Practice

Reading out your presentation in front of a mirror or to your toddler may seem awkward, but practicing is the only way to ensure that your presentation goes smoothly. Make sure to practice your presentation in full, so as to make sure that your presentation fits within the allocated time. Gauge the flow of your presentation and make corrections to awkward sounding statements.



# Stay Enthusiastic

If you think the results of your research are not interesting, chances are the audience will think the same way too. Identify exactly why you were interested in the research question and let that come out in your presentation. Go an extra mile and explain how your findings can be used in the future.

# Keep to Your Time Limit

If you have ten minutes to present, prepare ten minutes of material, no more. If you write your presentation down, a general rule of thumb is two minutes per typed, double-spaced page. Do not, under any circumstance go over your allocated time for the presentation.