

# TIPS TO ENHANCE YOUR NCHC PRESENTATION

## **Your Session Proposal**

Your 50-word session description should summarize both the content and the structure of your presentation. It should be written in complete sentences and tie into the conference theme, if appropriate. Show how your session relates to honors education. Session descriptions should be as specific and clear as possible. If, for example, your session relies on the work of particular authors, they should be named: so should geographical places, historic periods, scientific discoveries, etc. Avoid jargon, technical terms, complex formulae, etc., and use language that can be understood by and appeal to a broad audience. The 20-word description of your intended audience is important to the success of your session. Let the reader know for whom your session is intended (those from community colleges, large institution individuals., students and/or directors, etc). Student proposals should be reviewed by the director not only for content and format, but also for grammar and usage. (NOTE: Student presentations based on disciplinary or interdisciplinary research must be submitted on the proposal form for faculty- moderated Student Research Discussion Roundtables, not the general conference session proposal form.)

## **Audio-Visual Equipment Requests**

Proposals that include the use of audio-visual equipment must indicate what equipment is needed and how it will function in the presentation. Be certain to read, complete, and sign the audio-visual equipment request on the back of the session proposal form. Audio-visual equipment must be requested at the time the session proposal is submitted.

## **Consider Your Audience**

Your presentation will be held in a room that holds approximately 25-50 people, all of whom elected to attend your session. It is safe to assume that the majority of those individuals are already interested and perhaps somewhat knowledgeable about your general topic. It would be wise, therefore, to offer the appropriate amount of background information that neither talks down to your audience nor assumes they have been immersed in the same research and investigations you have. To achieve a smooth delivery, practice your presentation prior to the conference including using presentation items and audio-visual materials so that you do not fidget with them unnecessarily during your presentation.

## **Make Written Materials Available**

People like handouts. If the presentation lends itself to a schematic diagram, bibliography, or printed examples, it is good to use them. We suggest that you prepare 50 sets of handouts for your audience. Avoid the cost of mailing materials to participants after the conference. Collating handout pages in logical sequence and stapling them together helps your audience to follow your presentation. If you have copies left over, Please make them available to those who could not attend your session by placing them on the information table near the conference registration desk. (NCHC cannot make copies for you: so, plan ahead).

## **As You Begin**

Approach the speaking area with confidence. As you introduce your presentation., make your purpose(s) clear to the audience, let them know what you intend to achieve with them., and alert them to the number of points in your organizational structure so that they can follow along easily.