ABSTRACT AND PRESENTATION DEVELOPMENT GUIDE

Concurrent sessions

TEFMA conferences are aimed at maximum participation, hence the concurrent working sessions that have been organised into the below targeted streams:

- Planning & Development

- Engineering & Maintenance

- Campus Services

- Strategy, Partnership and Leadership

This means several sessions are held at the same time.

Abstract Structure

Submit as many proposals as you wish. Each proposal should demonstrate:

- How your topic relates to the conference theme
- Who would be interested in attending that session
- What the participants will do and learn in the session
- How you will provide an engaging, accessible experience for all participants

In the Call for Abstracts, a brief abstract layout with the following sections is required - Context, Relevance and focus, Method, Analysis Learning Objectives. Here are questions under the respective headings that will help you to get started on drafting your abstract:

Context	*100 words (max)* *How does your topic relate to the conference theme?* *Is it relevant to a larger theme or debate in tertiary education FM sector?* *Why is this topic important to you, your peers, or the University?*
Relevance and focus	*100 words (max)* *Why will this topic be of interest to the wider TEFMA community?* *What will attract people to attend this conference session?* *What is the particular question, issue or idea you intend to address in this session?*
Method	*100 words (max)* *Have you done research into this topic?* *Are you presenting a case study?*

	• *What other steps have you taken to explore, investigate and test your ideas?*
Analysis	• *100 words (max)* • *Provide a succinct statement of your conclusions* • *What did you learn from your investigations or experiences?* • *What has changed as a result?* • *What should (or could) happen next?*
Learning objectives - What are two key things those attending your presentation will learn?	• *100 words (max)* • *Are there actions or ideas your audience could take away and use?*

Selection criteria

All proposals received by the due date will be anonymised and peer reviewed.

To meet TEFMA Conference quality standards, your abstract must:

- Show an understanding of the aims of TEFMA and of members' professional practice
- Align with the broad conference theme and link to one of the conference sub-themes/streams
- Be relevant to the TEFMA audience
- Show how you will maximise engagement with participants in your session, and stimulate critical thought and insight
- Be clear, complete, well-structured and intellectually rigorous (including spelling, grammar, referencing)
- Consider equality and diversity in the content and delivery of the session, e.g. using a broad range of examples, scenarios or images that illustrate the diversity of tertiary education

The abstract should bring lessons learned from a peer-to-peer perspective and should contribute to the overall knowledge and capability of the tertiary education sector.

Make your abstract stand out

Program places are limited, so the reviewers will look for:

- Topics that are innovative, applicable, insightful
- Original information, ideas or perspectives
- Examples of good practice and results-focused approaches
- Based on sound evidence and analysis
- Clearly stated learning objectives

Presentation tips

The following are some tips to help you prepare your presentation ready for Conference in September.

Work to time

Tailor your presentation to the timeslot. Speaking faster because you are running out of time is not going to help the audience. Keep an eye on the time and allow time for questions.

Rehearse

Practise and practise and practise!
This will help you become more confident and say the words and sentences more smoothly and without hesitations or interjections such as "erm, um". You can ask a critical friend to listen and provide feedback.

Practise more!

Did I mention you have to practise?

Avoid Reading

There is nothing worse than reading from notes or reading from the PowerPoint slides. Written language is constructed differently to the spoken word so your listeners will be able to understand you better if you tell the story, give examples, and explain your topic. The main complaint about conference presentations is presenters who read their paper rather than talk to the audience.

Engage with your audience

Make eye contact with your audience and talk to them, not the PowerPoint slides. Use voice projection and positive body language. Show confidence. Use the power of pause and slow down when you are nervous.

Content

Find the three main points of your talk and focus your energy on crafting your presentation around those points. Don't try to cram in too many points, as your audience will be overwhelmed and won't be able to remember that much content.

Structure

Tell them what you are going to tell them, then tell them, and then tell them what you have told them.

The introduction is very important as it needs to capture your audience's attention and build interest in you and your topic. You need to establish your credibility and build rapport. In your introduction, explain the topic and preview the main points that you will be covering.

The middle of your presentation should include your research method, the data collected, your research findings and the implications. Don't overload your presentation with fact and figures. Avoid cognitive overload.

In your conclusion, summarise the main ideas and reinforce the central idea. Leave a lasting impression because there is a good chance this is the only thing your audience will remember after attending numerous presentations.

Visual aids

Visual aids should be used to reinforce the speech, not replace it. The aid should not deflect attention from the presenter, nor should it detract from the message. If the presentation slides are not relevant, they will only detract from the message you want to communicate. Although the slides are a comfort to the inexperienced conference presenter, they have the psychological effect of diverting the audience's attention away from the speaker to the illustration, the graph or the slide.

PowerPoint slides can be the most powerful tool if used well. Ensure you do not have too much data, complex graphs, too many words, pretty pictures that have no relevance to the topic, fonts that are too small, too many fonts or word art. Use the same typeface, size and colours throughout the presentation. Be brief and have only one or two thoughts per slide. All your visuals and graphics need to be consistent with the topic. Good presentations target the audience's left and right brain – intellectual and emotional.

And finally, use spell check.

Technical notes

As the event draws near, we understand you will be planning/finalising your presentation.

To ensure you can deliver effectively, each room will be equipped with the following:

- Data projector
- Screen
- Microphone
- Lectern
- Laser pointer
- Laptop (if required)
- Wi-Fi access (throughout the conference venue)

If you require anything additional to the above, please email your request to events@tefma.com and we will endeavour to meet your requests.

Presentation slides should be in widescreen format (16:9).

You may use PPT to prepare your presentation. A template PPT Slide will be made available shortly if you wish to use this, however there is no requirement for you to do so.

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You will need to bring your presentation with you on USB and load this to the speaker's preparation room at least 2-3 hours prior to your scheduled presentation.

If you have audio and/or video in your presentation, please ensure you have the files saved separately as embedding the media does not always include them in the PowerPoint file. This will allow the Technical Team to re-embed and/or change the format of the video onsite if needed.

If you are using custom fonts not found in the standard system fonts, please use the "Embed fonts in file" feature found in Save As/tools/save options. This will ensure that your fonts travel with the PowerPoint file when saved.

Please ensure contents of your presentation including photos, data, graphs etc. are generated by yourself, referenced or the appropriate owner has granted you permission to include their work for educational purposes.

Following the conference, you will be asked to share a final PDF version of your presentation for delegate distribution.