

# TAKING THE PLUNGE

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*Speaking at the Mercian Conference*



# FOUR STAGES OF PRESENTING

WHAT DO YOU WANT TO SAY?



PLAN AND STRUCTURE IT.



DELIVER IT.



RECEIVE RECOGNITION AND ADULATION. ADD IT TO YOUR C.V.

# OVERCOMING NERVES/ANXIETIES



Present with a friend



Or pull in a committee member to coach/present with you



Be Prepared



Choose a shorter 5 minute lightening talk to gain experience.

# PREPARING YOUR MATERIAL

Keep it simple.

Keep your audience in mind.

Research the topic - are there any good thoughts/quotes/view-points to pull in?

Use powerpoint to plan presentation.

Or bullet point your introduction, slide points and conclusion.

Pace the talk. Keep time limit in mind. Aim for one point per slide

Keep slides uncluttered and attractive

Slides augment your message.

# STRUCTURING YOUR SHORT TALK/LIGHTENING TALK

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- Tell a story. A journey that you went on? A problem that you solved? A problem that you didn't solve, but has changed your perspective.
- What have you learnt from a situation from work? How has it changed your perspective? What are the implications for management? What would you do differently next time?
- Think about the rhythm of your talk. Can you break up the format insert illustrations/charts/diagrams/video footage?
- Personal anecdotes always good. Or quotes from significant people/student feedback?
- Include material that matters to you so you can talk with meaning and authenticity.
- Re-iterate and sum up at the end key messages
- Questions - be prepared it's great to have interaction.

# DELIVERY

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Present confidently – with enthusiasm. Sometimes it helps to stand and move in order to get your energy levels up.

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Remember – the audience are interested in what you have to say. We're all Library Workers. Be conversational but professional

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Pace. Don't rush – if you hear yourself begin to "gabble", then slow down.

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Nerves. Take deep breaths/ slow down

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Prepare well and nerves should be more under control

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Practice with a colleague/friend

# PRESENTING ONLINE - FEELS DIFFERENT

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- Find a comfortable space to present in
- Think about the rhythm of your talk.
- Check in with the audience.
- Encourage questions/observation in the chat - maybe have a friend/colleague monitor chat?
- Talking in an empty room - but try and address a person in your head or someone in your room. Teddy bear?
- Cameras/Mics?

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- The 45 minute session would need some longer activities - break-out rooms or polling or padlet

# TIPS FOR WRITING THE ABSTRACT

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- Title that grabs attention
- Summarise the main points that you are presenting
- Keep it concise
- Check deadline for abstract submission
- Keep to word count from the abstract guidelines
- [Check out abstracts in previous programme](#)

