‘No Frills’ 2017
26th National Vocational Education and Training Research Conference

Presentation guidelines

National Centre for Vocational Education Research
The National Centre for Vocational Education Research (NCVER) and TasTAFE are calling for abstracts for presentations and poster sessions for the 26th National Vocational Education and Training Research Conference ‘No Frills’.

We invite industry, practitioners, policy makers and researchers to share their work relevant to the vocational education and training (VET) sector.

**Abstract submissions**

We are now accepting abstracts for oral presentations via the [online submission form](#).

- Only submissions made using the presentation submission form will be considered.
- The title must clearly reflect the content of the abstract.
- The abstract should consist of a concise, self-contained description that clearly summarises the work (500 words maximum).
- All presenters (both oral and poster) must register for the conference as a paying delegate.
- Typically people will be accepted for only one oral and one poster presentation.

**Selection criteria**

Selection will be based on the following criteria:

- Clarity and quality of the abstract
- Originality of the work
- Alignment with the conference themes

The selection panel will be seeking a breadth of views and perspectives from across the sector.

**Key dates**

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<th>Date</th>
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<tr>
<td>Monday, 20 February 2017</td>
<td>Abstract submissions due</td>
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<td>Monday, 6 March 2017</td>
<td>Abstract acceptance notifications</td>
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<tr>
<td>Monday, 13 March 2017</td>
<td>Deadline for presenters to accept offer</td>
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<td>Late March 2017</td>
<td>Program release and registration opens</td>
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<tr>
<td>Friday, 2 June 2017</td>
<td>Deadline for abstract changes or updates</td>
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<td>Friday, 2 June 2017</td>
<td>Deadline for presenter to register as conference delegate</td>
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<td>Friday, 30 June 2017</td>
<td>Deadline for providing PowerPoint presentations</td>
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<td>Wednesday, 5 July 2017</td>
<td>Conference begins</td>
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Presentation: Information

- Sessions run for **40 minutes**, consisting of a 30 minute presentation, and 10 minutes for questions.
- Microsoft PowerPoint is used for presentations, and slides must be provided electronically to the conference organisers no later than **Friday, 30 June 2017**.
- Presentations will be scheduled on either **Thursday, 6 or Friday 7 July 2017**.
- Research presented may be in the initial stages, in progress or complete.

Set up

The conference takes place in teaching facilities, not a formal conference venue. Each room will be equipped with a projector and a wireless clicker for your use. Presentations will be **pre-loaded** onto the computer facilities. It is advised that presenters make themselves familiar with their room **prior** to their presentation, as some may be set up for diverse teaching purposes.

An NCVER staff member will be chairing each session and will be able to assist presenters. They will be able to provide **assistance** immediately before or during the presentation, but if you have any questions beforehand please ask one of our staff members on the registration desk.

Papers

- Presenters are **not** required to submit a paper for review or prior to the conference
- If presenters wish they can **request** a paper to be uploaded to the No Frills collection on **VOCEDplus**; please contact us for details
- **Papers will not** be peer reviewed or edited

Making your presentation available after the conference

No Frills presentations are made available on the **VOCEDplus website** at the conclusion of the conference. During the abstract submission process you will be asked whether you are willing to have your presentation slides made available after the conference. If you change your mind prior to the end of the conference you can have your presentation included or not by emailing **nofrillsabstracts@ncver.edu.au** with your request.
Powerful presentation pointers

Public speaking plays an important part in almost every area of work. It’s how other people often judge our effectiveness.

What makes a great presentation? We have all experienced first-class presentations that have inspired us. You would also agree that there have been many times when you have sat through a presentation, only to walk away feeling that it was a total waste of time. It was not a great presentation. But why was this?

Your goal as a speaker is to be relevant to your audience, engage them, have them learn something and then perhaps persuade them to do something with this new knowledge.

These tips and hints have been developed to assist in ensuring that people sit up, listen and enjoy your next presentation.

Planning

- Every presentation has a plan and a structure. Your presentation should have a beginning, a middle and an end. Plan on giving your audience a road map about your talk at the start. Tell them up front the key points or topics you’ll be making during your talk and why it’s relevant to them. Introduce the research method and findings, and end with some conclusions. Set it up with the audience in mind:

  - Ensure that your presentation is clear, unambiguous and concise. You need to be clear in your own mind about what you are saying.
  - Know your audience. Are decision-makers present? Who are they? What is their level of knowledge on the subject? Does the audience have strong opinions about the subject? What is your position on the program? What activities will precede or follow your presentation? Will the audience feel energetic, enthusiastic, relaxed, tired, irritable or hostile?
  - By applying what you have learned from these questions to the design of your presentation, you will be much more likely to achieve a working rapport with the audience.
  - Use real examples to tell a story.
  - Think about what you want to say, work out your key points and then establish if an audio-visual aid is required to illustrate your points more effectively. Don’t plan your presentation in PowerPoint. PowerPoint is an ‘optional extra’, and not the basis for any presentation—you’ve heard the expression “Death by PowerPoint” or “PowerPointless”.
  - If choosing audio-visual aids to support your presentation, feel free to provide copies of overhead materials and slides to delegates. When you design your handout, leave space for attendees to take notes.
  - Ensure the content of your presentation reflects the title of your paper and the abstract supplied (if applicable), so that attendees’ expectations are met.
  - Practise your presentation. Practising before a group and getting the group’s feedback is highly recommended.
Delivery

• Present what you have to say in an interactive, memorable way. The audience want information that is relevant to them, or tools that can be put to use.

• Arrive early at the venue where you are speaking. Check the layout, the lectern, microphone, audio-visual equipment, the lighting systems, and other physical factors that will affect the quality of your presentation.

• Have your props or notes organised so there will be no annoying fumbling during your presentation.

• Be aware of time — begin on time and end on time. Your audience will not want you to go over your allocated time and you may also need to allow time for questions. It may be advisable to take a watch or clock with you.

• Establish eye contact with audience members.

• Speak clearly, at a normal speed and in a conversational tone. In this way you engage with your audience.

• Use humour in your speech. The use of humour can increase audience’s retention of what you are presenting.

• Try not to read your presentation.

• Do not use jargon — don’t assume that your audience is part of the ‘jargon club’.

• Summarise your major points, either as you go or at the end of your presentation.

• Be prepared to shorten or lengthen your presentation without damage to its content. Quite often your time may be compressed by circumstances beyond anyone’s control. You need to know your material/presentation well enough to skilfully pick out the main points of the paper and present these. Don’t make the mistake of giving the first half in perfect detail, then running out of time to complete your presentation, leaving your audience wondering about the rest of your talk. If you appear to have too much time at the end of your presentation, consider techniques such as including additional examples, adding real-life stories or offering more time for questions.

Audience interaction

• Be interactive and encourage dialogue.

• Encourage and leave sufficient time for questions. Rather than asking, “Are there any questions?” to get a discussion started, ask “How many of you have been faced with a similar situation? How did you handle it? What worked? What didn’t?” The first question can often be the hardest — consider using a colleague to assist in ‘getting the ball rolling’.

• Anticipate questions and prepare responses. When answering questions from the audience, it is good practice to repeat the question to ensure all delegates have heard clearly and don’t respond one-on-one — respond so that everyone in the room can hear you.

• Refer attendees to other resources if further assistance is needed.

Relax and enjoy the experience. The better you feel about your presentation the more effectively you will come across to the audience.
PowerPoint slide design

If an audio-visual aid is required to illustrate your point more effectively here are some suggestions for designing your slides:

- **Use text sparingly** — keep your points in short, concise, outline form; use action keywords to point out the important topics of your discussion. Do not use PowerPoint slides as a script.

- **Keep wording legible** — text should be legible from all areas of the room (size 20+ font); bullet points no longer than two lines; use upper/lower case rather than all capitals.

- Keep your slide titles to **one or two lines**.

- Be careful not to present **too many slides** — one topic per slide, one slide per two minutes of presentation.

- **Consider using a strong visual on each slide** — keep any background designs simple and use lighter colours; ensure diagrams or charts are easily read and appropriate for the audience.

And a final tip — when you need to **draw audience attention back to you**, blank the screen by hitting the ‘b’ key.

Remember

- **Plan** your presentation — give it a beginning, middle and end; be aware of your audience and their interests.

- **Practise** your presentation — make time to rehearse before you present; make sure you know your material.

- **Arrive early** at the venue — this will help ensure you are not rushed and there are no surprises regarding room layout, audio visual equipment, lighting, etc.

- **Engage** your audience — try to be relaxed and conversational; make eye contact and try not to read your presentation.

- **Summarise** your major points — what are your key messages; what do you want the audience to know, think or do after hearing you?

- **Be interested** in your audience — provide time for questions but think ahead about likely issues and your responses.

- **Do not use PowerPoint slides as a script** — if you need detailed presenter’s notes, prepare them separately.

Contact details

For queries about presentations, please contact:

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