

## Conference Tips

### **Audience:**

At past “No Limits” conferences, attendees have included undergraduates, families of students, graduate students, faculty, and some members of the local community. They may or may not have a strong background in women’s and gender studies—or one’s “home” discipline, but will probably be friendly to women’s & gender studies ideas. This is not to say that presentations won’t get some resistant questions, but this is rare. (And, if confrontational questions arise, moderators will help.) The number of people attending any given session ranges (on average) from 5 to 15.

### **Presentations:**

When planning your paper/presentation, remember to build it around the ONE THING, yes, ONE THING, you wish your audience to take away. The next day, what do you want them to remember about your presentation? That is the concept/idea/information you need keep in focus. Remember that your audience is listening and can’t hold/process a lot of information at once. Not only do you want to inform, you want to inform in a friendly, engaged, and meaningful way.

Feel free to write out your presentation and read it. It takes about two minutes to read one typed page, double spaced. (That means your paper should be between 7-8 pages, NO MORE!) Similarly, if you are using a power point presentation, please limit yourself to no more than 7 slides and to use them as a way to highlight key points rather than full-length text which you then simply read aloud. Of course, ideally presenters will memorize aspects, talk from notes, or read with enthusiasm. But keeping in mind the sorts of presentations you enjoy listening to can be very useful in determining your own particular style.

Instead of, or in addition to, or just because it’s a good idea.... CONSIDER handouts. You can provide important images, quotes, theories, statistics, or samples of text instead of reading them aloud. They can also be important if technology fails.

In fact, it is a good idea to have a back-up plan for technology. Email your presentation to yourself as well as save it on a jump/flash/thumb drive. Every once in awhile, flash drives fail. You don’t want that to happen to you and panic to ensue.

And of course, it’s always a good idea to check out the equipment before your presentation is scheduled to begin. We will have tech support on-hand, but the more prepared you are, the more smoothly things will go. For those who are on campus in advance, feel free to schedule a time with Carrie Jackson at the Union (402-472-8167) to go over the equipment. And again, for those who are Macintosh users, please format your documents to be PC-compatible as this is what is available on the smart carts.