



## Effective Conference Presentation Skills Workshop

This workshop will assist Library staff to develop confidence in their ability to prepare and present conference presentations. It explores the skills required to plan, write and deliver effective conference and other presentations.

**When:** 9.30 am – 4.30 pm, Friday 30<sup>th</sup> November 2007

**Where:** Library Conference Room, Level 1, Duhig Building,  
University of Queensland, St Lucia

**Presenters:** Professor Erica McWilliam, Assistant Dean (Research), Faculty of Education,  
QUT and Jon Morgan, Foresight Learning

### Program Outline:

**9:30-12:30** *Stand and Deliver – pitfalls and possibilities*

- Preparation and delivery of presentations – skills and practice
- Practical tips for presenters
- Stress relief and anxiety management techniques
- The Presentation
- Presenting with different media
- What has been the experience of the group?

**12:30-1:30** Lunch

**1:30-3:30** *Improving the pedagogy of your presentation*

- Why write a conference paper?
- What are your aims and objectives?
- Converting the conference paper into an oral presentation

**3:30-4:30** Panel Discussion

*Lessons I have learnt along the way!*

**Panel members:**

Mark Cryle and Belinda Weaver, University of Queensland and Kaye Cumming, University of Southern Queensland

### Learning Outcomes:

- Enhanced knowledge of the principles of good conference paper writing and presentation;
- Understand the key steps in the process from preparation to delivery of an effective conference presentation.

Morning tea, lunch and afternoon tea provided.  
Registration is required by Friday 16<sup>th</sup> November 2007.  
Please book early – workshop numbers are limited.



## Queensland University Libraries Office of Cooperation

### REGISTRATION FORM

*To Register: Email, mail or fax the completed Registration Form to*  
Catherine Ashley, Information Services, Nathan Campus, Griffith University,  
170 Kessels Road, Nathan, QLD 4111.

Fax: (07) 373 57400 Tel: (07) 373 57028 E-mail: [C.Ashley@griffith.edu.au](mailto:C.Ashley@griffith.edu.au)

**Before: 16<sup>th</sup> November 2007**

Office Use

Confirmed  
Registered  
Received

#### **QULOC Seminar Title: Effective Conference Presentation Skills**

9:30am-4.30pm, Friday 30<sup>th</sup> November 2007, Library Conference Room,  
Duhig Building, University of Queensland, St Lucia

Delegate's Personal details

Title:

First name:

Last name:

Preferred Name for Name Tag:

E-mail:

Address for Correspondence:

Phone:

Fax:

*I give permission for my contact details to be given to all delegates. YES/NO*

Please advise if you have any special requirements\* eg dietary or access requirements:

*\*QULOC will endeavour to accommodate special requirements wherever possible*

Registration type	Cost (Includes GST)	Amount paid
QULOC Institutional member	\$ 180.00	
Non-QULOC participant	\$ 200.00	
Student	\$ 135.00	

**Payment** – Please make **cheques payable to Griffith University**. All fees include GST. An official Tax Invoice/Receipt will be issued.

**Please send me an Invoice**  **Cheque Attached**  **Credit Card Payment**

Charge to my: *Visa Mastercard (circle one)*

Card Number \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_ Amount \_\_\_\_\_

**Note:** A \$50.00 cancellation fee applies to cancellations made up to 5 working days prior to the event. No refunds for cancellations made within 5 working days of the event. Registered participants, who are unable to attend, may send along a substitute without incurring additional charges.

Office Use: Speed Type	Class	Fund	Dept ID	Project / grant	Amount (GST excl)	Amount (GST inc)
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