

DR. ERICA MONGÉ-GREER PRESENTS

# Mastering Your First Live Conference Presentation

Webinar Companion Handout



reach out for more information:  
[www.scholarlywanderlust.com/resources](http://www.scholarlywanderlust.com/resources)

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# Presentation Notes

## 1. Know the Room

- **Know Your Audience:** Even a specialized academic audience may not be familiar with your specific research niche. Break down complex terms and concepts.
- **Set Clear Goals:** Identify what you want your audience to walk away with. Tailor your content to fit the specific interests and needs of the audience, whether they are scholars, editors, or general attendees.

## 2. Rewrite for the Ear

- **Create a Clear Narrative:** Structure your presentation with a strong introduction, well-organized body, and clear conclusion.
- **Adapt Your Paper:** Academic papers often require significant editing for oral delivery. Trim unnecessary details, and focus on clarity and brevity.
- **Time Management:** Plan to finish early—this leaves time for Q&A and allows flexibility.

## 3. Visuals that Carry the Load

- One Idea > One Figure > One Takeaway

## 4. Deliver with Presence

- **Maintain Good Posture:** Stand tall with engaged core muscles.
- **Practice Deep Breathing:** Inhale through the nose, exhale through the mouth to calm nerves before starting.
- **Rehearse Aloud:** Record or time yourself reading the presentation. Aim for a relaxed but steady pace.

## 5. Win the Q&A

- **Prepare for Questions:** Anticipate the types of questions your audience might ask.
- **Stay Calm:** If a question is unclear, ask for clarification before responding.
- **Answer Strategically:** Use Q&A as an opportunity to emphasize key points and provide additional insights.

## 6. Tech Without Tears

- **Backup Plans:** Always have a backup plan (e.g., handouts or a saved copy on a flash drive) in case technology fails.
- **Test Your Setup:** Arrive early to test the venue's equipment. If technology isn't working within 3 minutes, move on without wasting presentation time.
- **Handouts:** Physical or digital handouts can enhance engagement and provide a lasting resource for attendees.

# Conference-Ready Checklist

## TWO WEEKS OUT

- Rewrite for the ear (not the page). State your claim in one sentence.
  - Select one figure/slide to carry the main idea; aim for one point per slide.
  - Cut material that doesn't directly support your claim or contribution.
  - Schedule two read-aloud rehearsals with a timer.
  - List 1–2 likely questions you expect to receive.
- 

## 24-48 HOURS OUT

- Finalize slides ( $\approx 1$  slide per minute). Export a PDF backup.
  - Test mic/camera; rehearse screen share once end-to-end (if possible).
  - Rehearse once naturally and once at target pace ( $\sim 130$ – $140$  wpm).
  - Confirm logistics (room, session chair, Zoom link) and travel/time zone.
- 

## DAY OF

- Arrive/log in 10–15 minutes early; open slide deck and PDF backup.
  - Check audio levels and camera framing; silence notifications.
  - Breathing cue: 4-in, 4-hold, 6-out; plant your feet and smile.
  - Decide the first audience question you'll take to start Q&A strong.
- 

## DURING /AFTER

- Warm open: Context  $\rightarrow$  Question  $\rightarrow$  Claim  $\rightarrow$  Roadmap ( $\leq 60$  seconds).
- Keep pace conversational; pause on transitions; point verbally to visuals.
- Invite questions at the end; note them briefly while listening.
- Thank the chair/host; capture audience questions while fresh.
- Note one improvement for slides and one for delivery; schedule a debrief.
- Share resource link/QR with slides or a one-page summary.

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# Paper→Talk Mini-Framework

1



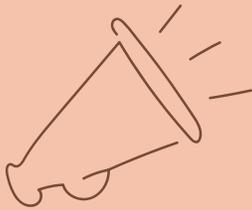
CLAIM (ONE SENTENCE):

2



SUPPORTING POINTS:

3



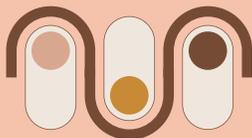
SO-WHAT  
(CONTRIBUTION/IMPLICATION):

4



MEMORABLE SENTENCE:

5



ROADMAP (3 STEPS):

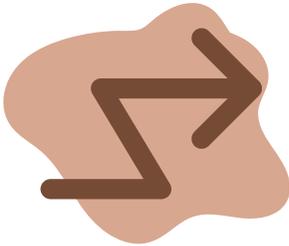
# Q&A Scripts

## PERSONALIZE THESE RESPONSES



Clarify → Answer → Bridge

“If I’m hearing you right, you’re asking about \_\_\_. Here’s what my research shows: \_\_\_. The broader takeaway for this project is \_\_\_.”



Scope Guard (stay on track)

“That’s adjacent to today’s focus. Briefly: \_\_\_. I’m happy to continue after the session or by email.”

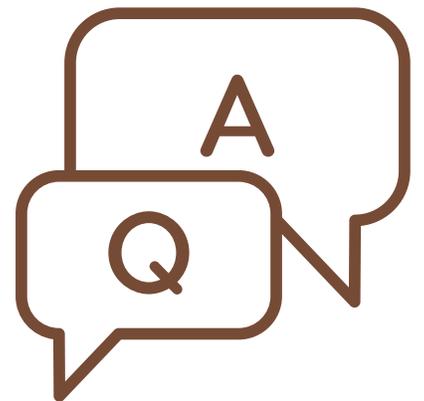


Stack the Queue (manage multiple questions)

“Let’s take two more and then I’ll answer in order. I’m hearing themes of \_\_\_ and \_\_\_. I’ll start with the first.”

*Tip: When interrupted, finish your sentence, acknowledge, then respond: “I’ll finish this thought, then come to you.”*

NOTES:



# Tech Triage

## 3-minute rule + backups

### IF SOMETHING BREAKS, START HERE:

- Pause, narrate the issue briefly, and try once to resolve (e.g., stop/restart share).
- Switch to your PDF backup; describe the figure verbally if needed.
- If it persists, proceed without visuals and keep your claim and supports front-and-center.

### BACKUPS TO HAVE READY:

- PDF of slides saved locally and in cloud/email to yourself.
- Printed outline or speaking notes.
- Hotspot or alternate network; phone number for A/V support.
- Session chair/host contact handy.

### RESOURCES LINK / QR CODE

- Ready the URL to share with attendees: <https://website.com>.
- Insert a QR image here that links to your slides/checklist/replay.



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# Presence, Interruptions, and Authority

01

## OWNING THE FIRST 10 SECONDS:

- Stance: feet grounded, shoulders down; one breath: 4-in, 4-hold, 6-out.
- Open with: “Good [morning/afternoon]. I’m [Name]. Today I’ll show [claim] and why it matters for [field]. We’ll move through [roadmap].”

02

## EQUITABLE Q&A:

- Stack the queue: “Let’s take two more, then I’ll answer in order.” Summarize themes before answering.
- Invite new voices: “I’d like to hear from someone who hasn’t spoken yet.”

03

## IF INTERRUPTED:

- Finish your sentence, then: “I’ll finish this thought, then come to you.”
- If it keeps happening: “I’ll take questions after this section so everyone can follow the thread.”

04

## IF CHALLENGED ON AUTHORITY:

- Anchor in method + evidence: “For this study I used \_\_. Within that scope, the data show \_\_.”
- Bridge to scope: “That’s a valuable adjacent question; it would require \_\_. For this project, the result is \_\_.”

05

## VOICE & BODY LANGUAGE:

- Warmth + firmness: lower your pitch slightly, slow the first clause, and end sentences cleanly (no up-speak).
- Use named transitions: “Next, the finding that most surprised us...” (signals control and reduces interruptions).

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