

Top Ten Tips for Professional Presentations: How to Do it Right  
(or at least Better)

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1. **Practice, Practice, Practice**
2. **Prepare the final products**
  - **Print your products**
  - **Organize your materials**
3. **Preview the final products**
  - **Review your slides: spelling, grammar, color, readability**
  - **Print a scaled down version**
  - **Listen to the feedback from colleagues/collaborators**
  - **Consider posting to a hosting site**
4. **Appropriate poster and podium etiquette**
5. **Readability**
  - **Color**
  - **Fonts**
  - **Photos, tables and graphs**
  - **Structure**
6. **Know your subject and your audience**
  - **Who are you presenting to?**
  - **Think like someone in your audience**
7. **Meticulously follow all guidelines**
  - **Podium Presentation**
  - **Poster Presentation**
  - **Abstract**
8. **Consider Using a Template**
9. **Use all available resources**
  - **World Wide Web**
  - **Make use of other presentation elements that work well**
10. **Don't procrastinate**
  - **Develop a plan and stick to it**
  - **Set target dates**
  - **You have months to prepare**