



Five-minute brilliant ideas

Each presentation is just 5 minutes long, and will be kept to time. There will be time for questions about any of the presentations at the end of the session.

The content

Your five-minute brilliant idea can include:

1. PowerPoint slides (not too many!), to include an opening slide with:
 - your name
 - your organisation (if you want it)
 - the title of your talk.
2. A brief indication of the context for your idea and the issues that led to your adoption of it.
3. A demonstration of how it works, which might include a very brief opportunity for the audience to try it out.
4. Slide(s) showing examples of the resources that you have used for it.
5. Slide(s) showing students' work resulting from it (with their permission).
6. A brief recording or video clip of the idea in action.
7. A conclusion (leave yourself time!) that sums it up and tells the audience why they should be interested in your idea.

Make sure you have just enough material to fit comfortably into 5 minutes. Don't try to squeeze too much in by talking fast.

You might also want to have a clear and well-presented handout, if appropriate, with your contact details, more information about the idea, sample resources, a brief practice activity, references.

The presentation

If you use PowerPoint slides, keep them simple.

- Plan your content first.
- Select a simple background.
- Choose a font that is easy to read and use at least 20 point font size.
- Keep one idea per slide, support the idea with a relevant visual if appropriate.
- Put only headings on your power-point and talk to those headings. Avoid too much written detail.

Use your Powerpoints effectively:

- Make sure that what is on the slide is what you are talking about at the time. You can click to bring up new text as you begin to talk about it. If there is text up there that you are not ready to talk about yet, your audience's attention will be divided.
- If you do need to read from your slide, read it from the computer screen, so you do not need to turn away from the audience.

Yourself

Before the conference

- Ask a friend to watch a rehearsal at least two weeks before the conference so that you can act on feedback and adjust timing.
- Finalise your slide show early and follow instructions about getting it uploaded onto the conference system.
- Make up a checklist of everything you need for the presentation and check it off as you pack it.
- Bring a copy of your presentation on a UBS stick.

At the conference

- Check out the room early and make sure the room will have what you want including good lines of vision to your presentation.
- If you have a handout, give it to the chairperson before the session starts so your 5 minutes are not encroached upon.
- Breathe deeply and relax just before you start.
- Be ready to begin as soon as the previous person finishes: there will be no opportunity to make up lost time later.
- Make sure you can see a clock or place your watch clearly in view.
- Breathe deeply and calmly during the presentation. This will keep you at an even pace.
- Think about where you are standing so as not to block vision to your visual aids.
- Start and finish on time. Sessions will not be permitted to go over time, so the room chairperson will cut you off if you have not finished.