



Preparing & Presenting Your Oral Presentation

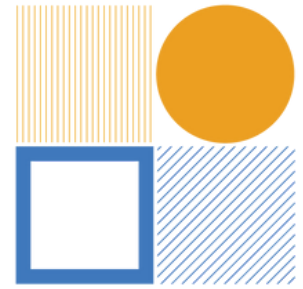
Preparing an oral presentation can be both exciting and nerve-wracking, especially if you're new to presenting your research. We completely understand, and that's why we have created this resource!

This guide is designed to help you learn how to communicate your research clearly and effectively in a way your listeners are going to understand and find engaging and to highlight its importance to the field of primary care research.



NAPCRG

Preparing Your Oral Presentation



Getting Started

Congratulations—your oral presentation has been accepted for a NAPCRG conference! That’s a big achievement, and we’re excited for you to share your work.

Now it’s time to start preparing. But before you dive in, let’s take a moment to understand what an oral presentation really is—and how to make the most of it.



What’s the Purpose of an Oral Presentation?

An oral presentation is your opportunity to share your research with colleagues, spark conversations, and gain valuable feedback. You and your research team have put in a lot of work—now it’s time to tell others about it!

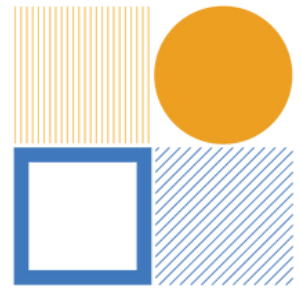
It might be tempting to walk your audience through every detail—every dataset, method, and analytic choice. *But before you dive into the weeds, pause.*

The purpose of an oral presentation is to highlight the **“now what”** of your research—what your findings mean, why they matter, and what comes next. Your goal is to communicate your work in a clear, engaging, and digestible way for both researchers and non-researchers.



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Structuring Your Oral Presentation



You'll have up to 15 minutes to share your research—enough time to make an impact, especially if your presentation is clear and focused. We recommend using the **"What? So what? Now what?"** approach to structure your presentation in a way that's easy to follow and engaging for your audience.

Use the first 8–10 minutes to guide your audience through these three questions:

What?

- **1-2 minutes:** Start by setting the scene. What is your research about? Briefly explain the background, context, and key research questions.
- **3-4 minutes:** Then, describe what you did—who was studied, what you measured, and what you found.

So what?

- **2-3 minutes:** Why do your findings matter? Highlight the meaning and significance of your results. What are the implications for clinical care, patient outcomes, health systems, or public health?

Now what?

- **2-3 minutes:** What should we do with this information? Share next steps, potential applications, or questions that remain. Invite your audience to consider how your research might shape practice, policy, or further studies.

Then, allow 3–5 minutes for Q&A:

This is your chance to connect with your audience, hear their perspectives, and clarify any points. Be open to feedback—it can spark new ideas and collaborations.



Presenting Your Oral Presentation

Slides & Setup: Making Your Presentation Shine

Slides are encouraged! Using slides is a great way to help your audience follow along. We recommend preparing a PowerPoint file (.ppt or .pptx).

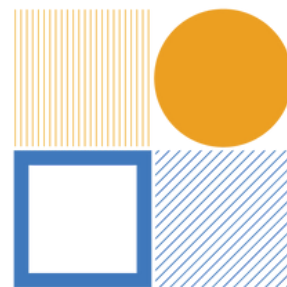


Quick Checklist for Slide Prep:

- Use a PowerPoint (.ppt or .pptx)
- Embed all videos or audio clips (don't rely on links since they often break)
- Keep slide design clean and simple
- Limit text—aim for key points, not full paragraphs
- Use visuals (charts, images, tables) to support your story
- Practice with your slides to get your timing right
- Save the final file to a USB drive
- Cite all images and multimedia sources

Helpful Tip: *Some institutions encrypt PowerPoint files saved to a USB drive, so be sure to test your presentation on a non-work computer before the conference to make sure it opens properly.*

NAPCRG **At the Conference**



Before Your Session

- Upload your slides to the laptop in your breakout room before your session begins.
- Make sure you open your file to make sure everything displays and runs correctly—including any media you've embedded. If you run into difficulties, look for a staff member to assist you.
- Get familiar with the room.
- Check where you'll be standing, how to advance your slides, and where the audience will be seated. A quick look around can help ease nerves.

During the Session

- A moderator will be present. Each session is facilitated by a moderator who will introduce presenters, keep time, and manage Q&A. Keep watching the clock while presenting, but the moderators will be there to provide reminders.
- Please designate a primary speaker to keep your presentation on time.
- Sessions are 60–90 minutes long and typically include 4–6 oral presentations.
- You'll have 15 minutes total—plan for 8–10 minutes of presenting, followed by 3–5 minutes of Q&A.



During Your Presentation

Focus on your key message, speak with confidence, and be open to conversation—the Q&A time is a great chance to connect, learn, and grow.

Finally remember, you've put in the time, effort, and passion to get to this point—and that's something to be proud of! Your presentation is an opportunity to connect, share your work, and contribute to a global conversation in primary care research. So take a deep breath, trust yourself, and remember—you've got this!