



**BOBLME – MFF
Scientific Presentation Workshop
1-4 October 2012, Thailand
Agenda**

Day 1 – Define and organise the story

8.30am Set up workstations and coffee/tea

9.00 am **Welcome and Introduction (PR)**

09.30 am **Concept planning – Define the Audience and the Story (PR)**

10.00am Individual work on Concept Plan – review by Buddy and Facilitator

11.00 Presentations of 2 minute drill/pitch

12.15 lunch

1.15pm **Organise the story – Outlines and Storyboards (PR)**

1.45 pm Individual work on Outlines and Storyboards

4.00 pm Review of Concept Plan, Outline, Storyboard – Buddy & Facilitator

4.30 pm Revision Outline and Storyboard

5.30 pm Finish

Day 2 – Build the presentation

8.30 am **Qualities of good and bad presentations (PR)**

9 .00 am **Presentation principles (1) (PR)**

10.30 am **Use of figures and tables (PR)**

11.00 am **Presentation principles (2) (PR)**

12.15 Lunch

1.00 pm Individual work on presentation

3 pm Review of presentation structure – Buddy and Mentor

3.30 pm Revision following review

5.30 pm finish

Day 3 – Deliver the presentation + Making Posters

8.30 am Individual presentations with peer and facilitator feedback

10.30 am Revision of presentations

12.15 Lunch

1.00 pm Individual presentations with peer and facilitator feedback

3.00 Revision of presentations

4.00 Making Posters (PR)

5.00 pm finish

Day 4 – Deliver the presentation + Dealing with the Media

8.30 am Individual presentations with peer and facilitator feedback

10.30 am Revision of presentations

12.15 Lunch

1.00 pm Individual presentations with peer and facilitator feedback

3.00 Revision of presentations

3.30 Dealing with the media (PR)

4.45 pm Workshop appraisal and feedback

5.00 pm finish