



The Society for Radiological Protection

EVENTS COMMITTEE

**ORGANISATION OF SCIENTIFIC,
TOPIC GROUP & REGIONAL MEETINGS**

**GUIDANCE FOR SPEAKERS
AT SRP EVENTS**

Authors:

**John Bradshaw
(Events Committee)**

**John Broughton
(Secretary, Events Committee)**

**Tessa Harris
(Administrative Secretary)**

**Approved:
For Events Committee**

**Richard Wilkins
President**

SRP/EComm/002

**Issue No: 2
February 2012**

INDEX

Section title	Page
Index	2
Record of Changes	3
Guidance for Speakers	4
Checklist of Material/Information to be sent to SRP	5
Helpful Points on Requirements for Visual Aids	5
Helpful points for Speakers	6
Appendix 1: Examples of Poor Overhead Slides	7

RECORD OF CHANGES

Change N°	Details of Changes	Date of Change
Issue No. 1 (Draft)	Original	March 2011
Issue No. 2	Checklist timescales have been changed following review by Harris associates. A section “Helpful Points for Speakers” has been added.	February 2012

GUIDANCE FOR SPEAKERS

This guidance has been prepared as a supporting document to the Events Committee Action Plan (Ref 1), in order to assist speakers and organisers of events. The following provides a **suggested** timescale for actions and includes some suggestions on preparing slides.

1. About six months before Event

- ❖ Accept invitation to speak detailing any queries or requests you may have, either by phone, letter or by email
- ❖ Discuss theme of Event and particular purpose of your presentation with the organisers; if available, request the draft programme to help you to maintain the theme of the Event.
- ❖ Identify any special needs you may have either with A/V equipment or domestic arrangements.

2. About three months before Event

- ❖ Prepare outline plan of presentation and send to organiser
- ❖ Prepare abstract – (for website particularly + delegate hand-outs)

3. About two months before Event

- ❖ Agree outline and rough timings with organiser
- ❖ Prepare detailed plan for presentation
- ❖ Prepare speaking notes, plan use of A/V material and timing, and rehearse the talk (Note that a 25-minute presentation will take 30 minutes under Event conditions)

4. At least two weeks before Event

- ❖ Send presentation to SRP Admin – no more than 1 slide per minute. Any extra information for delegates can be included in the hand-outs.
- ❖ Send a couple of key questions to SRP Admin (for use by chairman if there are no initial questions from delegates)
- ❖ Send Pen picture to SRP Admin and photo. Make sure SRP Admin have received your abstract.

5. A few days before Event

- ❖ Final rehearsal and checks on presentation
- ❖ Ensure all material has been sent to organiser or SRP Administration as per above table. Any minor changes to be agreed as above.

6. Day of Event

- ❖ Check use of A/V equipment with organiser. (NB All presentations will be loaded in sequence on a single computer)
- ❖ Check timing, procedure and Q&A session requirements with Chairman
- ❖ Minor changes to presentation can usually be made on the day but this should be agreed with the organiser
- ❖ Try to keep to time, but don't rush your presentation.

CHECKLIST OF MATERIAL/INFORMATION TO BE SENT TO SRP

Event Date: (Complete this once known and then enter appropriate dates below)

MATERIAL/INFORMATION TO BE SENT	TO WHOM	DATE REQUIRED	CHECK OFF (tick as appropriate)
AV requirements (including video)	Event Organiser (2 Months before Event)	
Domestic requirements (accommodation, special diets etc.)	SRP Administrator/ Event Organiser (2 Months before Event)	
Title/Abstract of presentation	SRP Administrator/ Event Organiser for handout/publication on website (3 Months before Event)	
Career pen picture and photo	Event Organiser (for use by chairman) (2 weeks before Event)	
Electronic Copy of Presentation, slides etc	SRP Administrator/ Event Organiser (2 weeks before Event)	
A couple of key questions	Event Organiser (for use by chairman) (2 weeks before Event)	
Any queries or problems	Event organiser	At any time	

The Event Organiser should also ensure the above actions are carried out and follow up if there are any problems

HELPFUL POINTS ON REQUIREMENTS FOR VISUAL AIDS

- ❖ Use computer presentation with PowerPoint, saved as .ppt or compatible files. Files should also be able to be viewed by PowerPoint Viewer
- ❖ Keep slides simple and clear; check the spelling
- ❖ Aim for 3 to 4 bullet points maximum per slide
- ❖ Use colour rather than black and white, bearing in mind the slides will be photocopied as hand outs
- ❖ Use 24-point font minimum for text and a maximum of 25 words to a frame - charts and tables must be able to be read from all seats in the auditorium
- ❖ Present charts, tables or histograms with contrasting colours e.g. as white on strong blue background or similar contrasting colours

Take care if adding coloured text to coloured background picture

- ❖ Ensure frames are not too dark or lacking in contrast, particularly when using pictures
- ❖ Be careful with use of jargon and abbreviations. There are key phrases etc. which are well known in the industry e.g. ALARP, BAT, DAC but some can be specific to different sectors. To help understanding, define what they mean in either the overhead or when speaking e.g. 'PCmSR is a Pre-Commissioning Safety Report'
- ❖ Highlight important data
- ❖ Ensure an electronic copy of the presentation is sent to the SRP administrator in good time, allowing the Society to install and check the presentation on the equipment available. Your electronic copy should be sent either by e-mail, memory stick, CD, DVD or DropBox/Cloud facility.
- ❖ The Appendix (below) contains some made up examples of poor presentations

HELPFUL POINTS FOR SPEAKERS

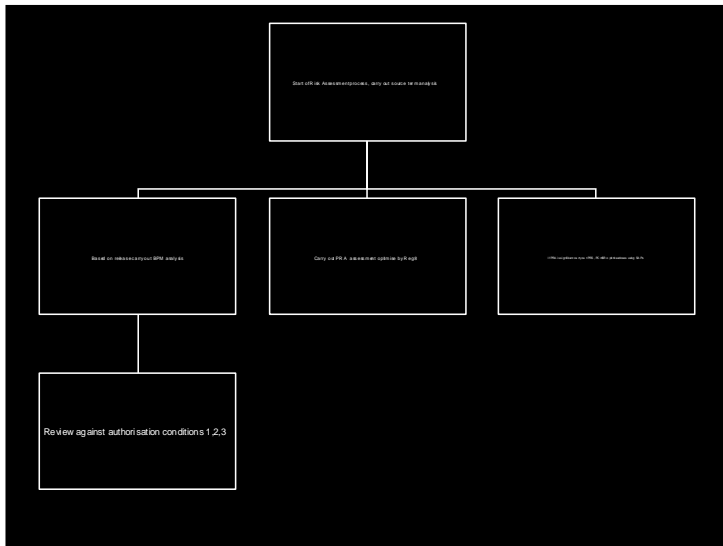
- ❖ Ensure you keep within the allocated time slot – overrunning will have a negative impact on the whole event.
- ❖ Practice your presentation beforehand to ensure timing is correct.
- ❖ Avoid just reading slides; use them to talk around a point.
- ❖ Stick to the topic of your presentation. Any introduction of you and/or your Company should be limited to a single slide and be just 1-2 minutes in duration.
- ❖ Introduce what you are going to say, say it and then summarise the points at the end.
- ❖ You should be provided with a scope for your presentation. Ensure you remain within that scope which has probably been designed so you do not overlap with other speakers. If you have any questions on this do not hesitate to contact the event organiser.
- ❖ Remember to look up at the audience as you speak and keep one eye on the chairperson who may be trying to communicate with you.
- ❖ Humour livens up a presentation but avoid any “in jokes” which will not be inclusive of the audience
- ❖ Try to relax and enjoy yourself!

Appendix 1

Examples of Poor Overhead Slides (and suggestions for improvement)

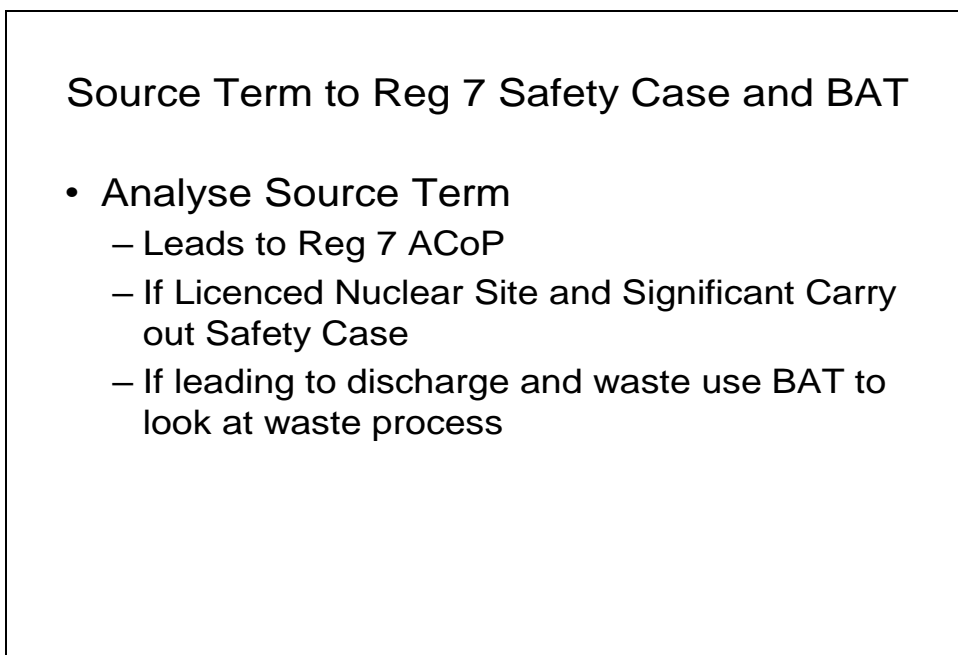
On the basis of the above advice, the following made up examples would represent poor slides:

Poor Font Size and Too Dark:



A small font size even on a large screen in a large auditorium can be difficult to read particularly when the lights go out.

A more informative way could be:





(although using coloured text and background could improve this still further)

Busy Slides:

Points to Consider

- It's **Decommissioning & Waste Management**
 - No point doing the job if you can't do something with the waste!
- Post Operation Clear Out (POCO)
 - POCO not finished (PF Factor/JTD)
 - ALARP Justification
 - Best techniques available, bulk material self shielded,
- 'Air less' spraying of tiedown
 - Reduces time at risk
- Plasma Arc
 - Standard technique but acceptance and 'buy-in'
- Dose & Safety v.s BAT
 - Try to avoid conflict : Joined up system
 - Two different drivers
- Non Pb aprons
 - Lighter mix
- Staff Involvement on ALARP Issues



Although there can be a large amount of useful information, filling up one slide can lose key information. Suggestions are to spread the information out over an additional slide and drop any graphics which don't really add value.