

## CRANApplus Hotspot Presentation guidelines

Hot spot presentations are a great opportunity to introduce new ideas, present a summary of a project or research, and a chance for first-time or experienced presenters to develop their speaking and presentation skills. The talks will generate inspiration, discussion and participation in other sessions of the conference.

The short timeframe is designed to keep delegates focused and excited! The goal of hotspot presentations is to articulate a topic in a quick, insightful, and clear manner. These concise and efficient talks are intended to grab the attention of the audience, convey key information, test out ideas, or introduce a new project, and allow several presenters to share their ideas in a short time.

### Guidelines

Only **one presenter** permitted.

Length is strictly **five minutes**. Presentations are considered to have commenced when a presenter starts their presentation through either movement or speech.

Slides are limited to a maximum of **three**.

### Helpful hints

1. Decide whether your proposed presentation will work as a Hotspot presentation.
2. Concentrate on a specific focus or 2-3 points you want to get across, nothing too deep or too complex.
3. Get rid of anything extraneous. Please do not attempt to put 15 slides worth of information into 1 slide.
4. Time is of the essence during a hotspot presentation:
  - a. Your points need to be strong and uncluttered.
  - b. Be selective about what information you present.
  - c. There is no time to present the finer details of your work e.g. If presenting the findings of your research, don't go into listing all research methodology details.
  - d. The goal is to provide an overview that will inspire your audience to learn more about your work. There is a temptation to try to cram 20 minutes' worth of work into 5 minutes, but that is simply not possible.
  - e. Additional information such as handouts, can be made available to those who are interested in more information (at the door when leaving, not distributed during the presentation).
5. Time yourself beforehand. When presenting at the conference consider using the time function on your smartphone to see where you are at within the five-minute mark.

A prize will be awarded to the best hotspot presentation, judging will be based on meeting the guidelines as described above.