



## Progress In the Theme Childhood Diseases (PITCH) Seminar Internal Guide

### Audience

The audience is broad, with clinical and basic researchers in the general areas of cancer, diabetes, immunology, and rare diseases. Presenters are encouraged to keep this in mind while planning their talk, and try as much as possible to make the presentation accessible to non-specialists. Some presentation Tips are outlined at the end of the document. The average weekly attendance is 40 individuals; including PIs, trainees, and staff.

### Format

For internal speakers, the PITCH session is split into two 25 minute talks with 5 minutes for questions after each talk. Guest presenters outside the Childhood Diseases Theme will often get the whole hour. Coffee and baked goods are provided.

### Location

Usually room 2108 at the BC Children's Hospital Research Institute (BCCHRI), directly across from the Chan Centre for Family Health Education. In rare cases, it will be held in room 3113.

BCCHRI is located at 938 West 28<sup>th</sup> Avenue, Vancouver on the campus of the BC Childre's Hospital and BC Women's Hospital & Health Care Centre ([Map](#)). Allow for time to find a car park and walking across site if needed. Please note, the BCCHRI is **NOT** at the University of British Columbia Point Grey Campus.

### Benefits of attendance

PITCH encourages a culture of multidisciplinary research, and by attending seminars that do not directly relate to your group's research, you can learn about different techniques, analyses, instruments, and approaches that could also benefit your research.

In addition, by signing in at the PITCH seminars, the top attending trainees (Masters, PhD students, and postdocs) will be nominated for travel awards from the CD Theme, to attend an internationally recognized conference. This selection depends on the average attendance of all trainees. In the case of fewer 'top attendees' than expected, awards may individually increase in value from previous awards.

### Audiovisual Equipment

Room 2108 is equipped with a PC (Microsoft PowerPoint 2007, internet connection) and overhead projector. Presenters are encouraged to bring their presentation on a USB as switching between computers can be time consuming. It is also helpful to email yourself a copy of your powerpoint in case of technical difficulties. *For presenters that prefer to use a laptop you will also need to bring an adapter, but a Mac to VGA adaptor will be provided.*

## Feedback for Trainees

All trainees that present will be given anonymous feedback from PIs in attendance through an evaluation form. The forms are not shown to anyone else and can be collected from the Childhood Diseases Theme Research Coordinator at the end of the session.

## Presentation tips

- **Language**
  - Speak up! You should project more than your normal speaking voice, as you are talking to someone at the back of the room.
  - Most of the audience will have a graduate-level science background, but will not be specialists in your field. Avoid jargon and over-use of acronyms.
  - Remember to define uncommon terms or techniques for those outside of your field.
  - Simplify language where possible; don't use 5 words when 2 will do.
- **Audience engagement**
  - 1-2 slides at the beginning to introduce the audience to your project is suggested.
  - Set up your slides to tell the story; (1) the questions your research aims to answer (2) what you've done and (3) how this answers your questions, and/or raises more questions.
  - Stick to highlights to keep the audience engaged. You can always include additional data at the end of your slides in case you anticipate questions about certain data, or are given the option to expand on it.
  - If you want specific feedback, be sure to tell the audience- asking for input or advice with certain results or techniques.
- **Slide design**
  - Estimate 25 slides for a 25 minute talk: 1 minute a slide.
  - Each slide should be a single message unit.
  - Do not over-design your slides. Red text on a blue background is hard to read, and to look at.
  - Use visualization over text where possible- do not read word-for-word the sentences you put on the screen.
  - Do not have fonts smaller than 16 point for statements and your graphs.
  - Minimize clutter. Multiple graphs (e.g. flow cytometry) shrunk to a single slide will be too small to see any significance from the back of the room.
  - Use colour (smartly). Colour coding can be helpful. However, avoid red & green to signify differences where possible, as colour-blind people might find this difficult to differentiate. Patterns and shape markers are a good alternative.
- **Practice**
  - Run through your talk a few times, including recording your time. Sticking to your time will avoid rushing through final slides of data and missing out on question time.
  - Check your spelling during your practice.
  - If you have video, ensure they are correctly embedded to play.
  - Arrive early if possible (the Research Coordinator will be there at least 15 minutes early to set up) so you can ensure your slides haven't reformatted while uploading- you will need to bring your presentation on a USB.

If you have any questions or feedback, please contact the Theme Research Coordinator Chen Li at [chen.li@bcchr.ca](mailto:chen.li@bcchr.ca).