Putting Together a Conference Talk: A How To Guide

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About Us

Overview

- 10 Step Guide on Preparing Conference Talk, including how to write a talk proposal
- Final words: encouragement from your speakers!
- Resources & Examples of Talks
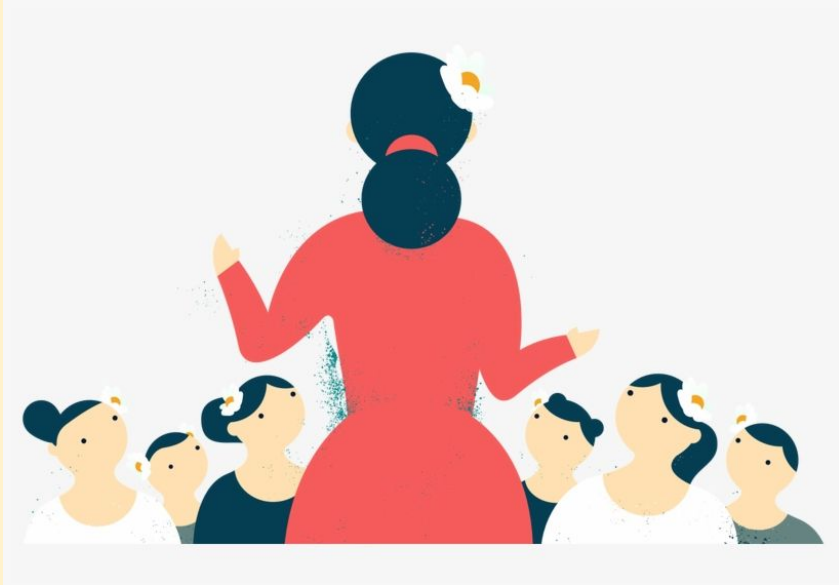- Workshop Portion: (Not Recorded, Optional) - Talk Proposal Reviews

10 Step Guide

- Step 1: Consider your audience and talk scope
- Step 2: Talk Proposal
- Step 3: Takeaway Point
- Step 4: Write out an outline
- Step 5: Tips on slides
- Step 6: Tips for demos (if applicable)
- Step 7: Tips for lecture format
- Step 8: Tips for hands on workshops
- Step 9: Tips for online versus in person presenting
- Step 10: Practicing / Handling Nervousness
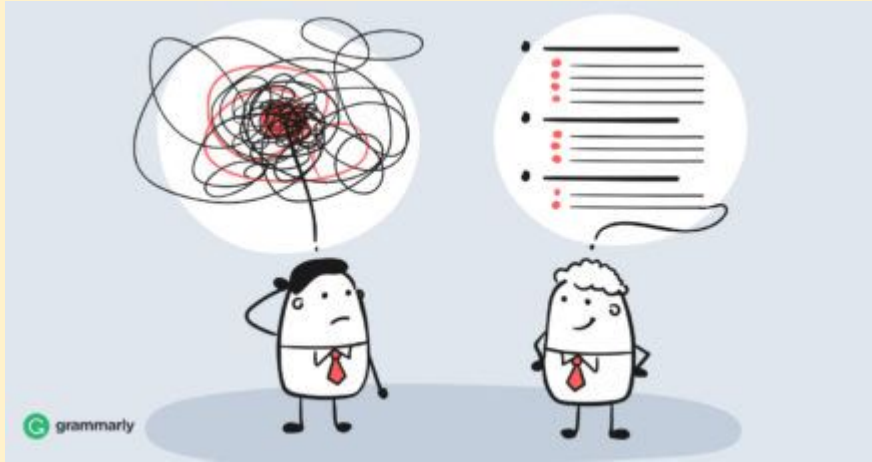
Step 1: Audience & Scope

Step 2: Talk Proposal

After you know your audience, you can pick your topic. What would the audience want to know that you can share with them?

Step 3: Takeaway Point

Step 4: Outline

It helps to brainstorm your ideas without having all the details

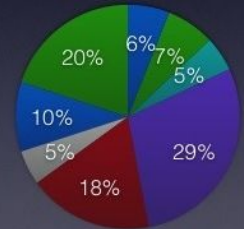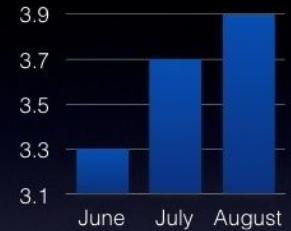Easy to add or delete to adjust for the time of your presentations

Step 5: Slides

QUARTER 3 PERFORMANCE

- The efficiency of our computer chip has increased by 3.6% in last 3 months
- Sold 195,498 more units than nearest competitor in July, now taking 29% market share
- Production problems in factory now overcome leading to 6% increase in units produced
- Cost per unit reduced from 37p to 29p
- Department profit £245,870 in October
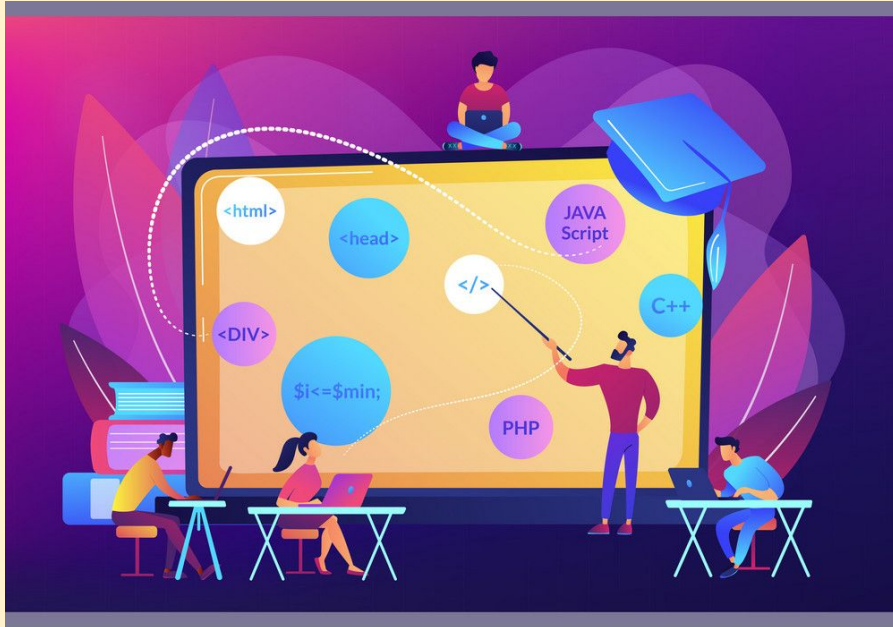
Step 6: Demos

There are multiple ways to incorporate demos into your talk

You can use a recorded demo for time purpose (fast paced demo)

Step 7: Lecture Format

Step 8: Hands on Workshops

In my opinion this is the hardest to wing it on but the most rewarding for the participants if they can walk away with something to show at the end.

Step 9: Online vs In Person

Step 10: Nervous & Practicing

It's ok to be nervous

Practice

Time yourself when you practice

Audience wants you to succeed

Encouragement: Don't let fear keep you from speaking

- Fear of making mistakes - even experienced speakers still make mistakes

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- The best way to do this is to just do it.

Resources & Examples of Talks

- CFP Resources: https://www.womenwhocode.com/cfp-resources
- Women Who Code YouTube channel:
  https://www.youtube.com/c/WomenWhoCodeGlobal
- 1st talk of Fall 2021 CFP Speaker Series:
  - https://youtu.be/dUaw1JM5OoY
- 20 minute talks:
  - Technical - True or False Enum Talk - https://youtu.be/ICUv5SX0Bu0
  - Career Navigation - 360iDev Polyglot Talk - https://vimeo.com/483223278
- 40 minute talks:
  - Technical - Jetpack Compose - https://youtu.be/Ever3VRAKKQ
- Workshop
  - Building a WatchOS App - https://youtu.be/oPxlg3Gb9lQ

Questions?