How to Prepare for Grand Rounds

- Evaluate the literature and become an expert on the topic
- Focus on what the audience needs to know, not what you want to say
- Outline information from summary to detail
- Define relevant terms, and use them consistently

  If the speaker won’t boil it down, the audience must sweat it out.  
  - Raymond Duncan

- Identify 3 to 5 key points
- Limit each slide to one idea or concept (avoid complete sentences)
- Prepare clear and simple examples to clarify and emphasize key points
- Use analogies to convey critical concepts
- Provide transitions that show relationship between key ideas
- Connect the content to known information and future issues
- Develop appropriate/meaningful illustrations (graphics, diagrams, charts, etc.)
- Appropriate quotations can make an impact

- Use PowerPoint to get audience’s attention & improve understanding
- Should add to presentation’s content, not distract from it
- Use color, audio, motion, video to appeal to the 5 senses
- To show emphasis, best animation effects are wipe, fade, dissolve
- Add graphics on left side if learning cue, right side if supplemental to text
- Use template for cohesiveness; ensure design does not overpower the text
- Keep slides legible - 5x7x7 rule – 5 words/title, 7 words/line, 7 lines/slide
- Total number of words no more than 15 – 20
- Table no more than 3-4 columns, 5-7 rows
- Use high level of contrast between background and text colors
- No more than 2 types of fonts - 1 for headings/titles, other for text
- Most readable fonts are sans-serif (Arial, Verdana, Helvetica)
- Best font size 40-44 pt for title and ≥ 24 pt for text
- Use both upper and lower case lettering

  Up to 10 hours of preparation may be needed for 1 hour of presentation time.

- Always spell-check and view your visuals before presenting them; have someone give you feedback
- Anticipate equipment problems and make a backup plan
- Rehearse out loud at least 3 times (35 minutes in private = 55 before an audience)
  - Does it make sense?
  - Do you believe it?
  - Is it the essence of what you want to say?
  - Does it offer some potential benefit for the audience?
  - Is it as concise as it can be?
  - Is every aspect purposeful and directed at achieving the learning objectives?
- Dress up!
- Make eye contact and smile!!
- Acknowledge and thank those who contributed to your work