



# KNA Presentation Guidelines

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# Preparation



- Thank you so much for agreeing to be a presenter for the KNA Annual Conference/Summit. We greatly appreciate your time and effort in making our Conference/Summit a great event. This PowerPoint includes information to assist you in preparing an excellent presentation. Please read over this information and let us know if we can be of any assistance to you.
- Sincerely,
  - *KNA Events Planning Committee*



# General Guidelines



- Meet the deadlines as set by the Events Planning Committee for the required documentation.
  - Request form, CV, and draft copy of presentation
  - Final version of presentation
- Fill out request form completely (see slides 4 and 5).
- Can use a separate CV instead of completing page 2 but it must contain all of the information.
- Presentation must meet the objectives for the conference/summit.
- 50 minutes = 1 CE



Kentucky Nurses Association

Biographical Data Form



Please complete all information directly on this form. Attach a copy of provider/speaker's educational materials, handouts, PowerPoints, etc. separately.

# Complete the form

Name and Credentials:

Home Address:

Employer Address:

Telephone/Email (preferred method of communication):

Present Title, Position and Description:

Education: *(Presenters may attach/send CV in lieu of completing the form below.)*

Degree	Institution, City & State	Major Area of Study	Year Degree Awarded

Kentucky Nurses Association

Presenter Application



Name of Sponsor:

Program Title:

Program Date:

Program Run Time:

Contact Hours Requested:

Location Address:

Target Audience:

Do you give permission for the session to be recorded and uploaded to the KNA library for future use?    Yes                       No

Complete the form

<u>Objectives</u> List in operational/behavioral terms  At the conclusion of this program, the participant will be able to:	<u>Content/Topics</u> List each topic with a description or outline	<u>Time Frame</u> List the allotted time	<u>Faculty</u> List the speaker/pre sender	<u>Teaching Methods</u> List the teaching method for each

# Writing Objectives

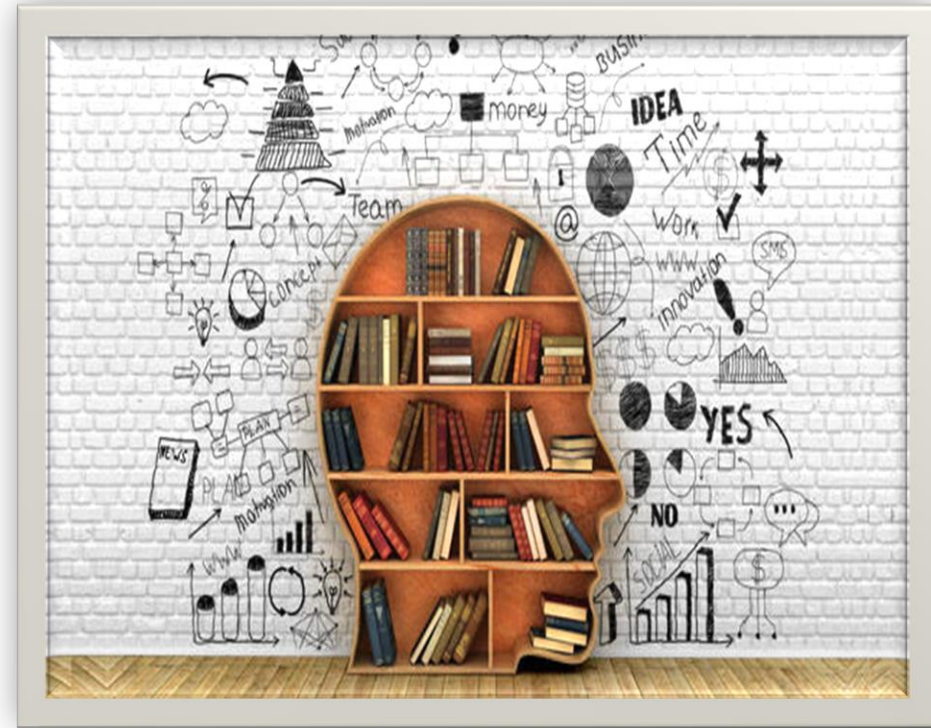


- Use verbs that are measurable and observable.
- Avoid using verbs such as “*understand*” or “*learn*.”
- Examples:
  - Demonstrate
  - Compare
  - Define
  - Select
  - Share
  - Name
  - Describe
  - Explain
  - Give examples
  - Identify
  - List

# Objectives to Demonstrate Knowledge



- Define
- Recall
- Underline
- Distinguish
- Repeat
- Name
- Identify
- Label
- List
- State
- Recognize
- Reproduce
- Record
- Relate
- Acquire
- Order



# Objectives to Demonstrate Ability to Comprehend



- Translate
- Recognize
- Report
- Interpret
- Illustrate
- Restate
- Locate
- Review
- Transform
- Represent
- Describe
- Identify
- Extrapolate
- Select
- Formulate
- Tell
- Express
- Convert
- Indicate
- Classify





# Objectives to Demonstrate Ability to Apply Knowledge



- Interpret
- Dramatize
- Schedule
- Prepare
- Predict
- Employ
- Demonstrate
- Operate
- Generalize
- Implement
- Apply
- Practice
- Sequence
- Plan
- Show
- Use
- Illustrate
- Solve
- Explain
- Complete



# Objectives to Demonstrate Ability to Analyze



- Distinguish
- Differentiate
- Calculate
- Question
- Solve
- Detect
- Breakdown
- Test
- Contrast
- Diagram
- Debate
- Examine
- Classify
- Order



# Objectives to Demonstrate Ability to Analyze (cont.)



- Analyze
- Appraise
- Experiment
- Relate
- Categorize
- Discriminate
- Determine
- Compare
- Criticize
- Inspect
- Inventory
- Estimate
- Catalog
- Dissect



# Objectives to Demonstrate Ability to Synthesize



- Compose
- Propose
- Formulate
- Write
- Organize
- Systematize
- Argue
- Conclude
- Arrange
- Collect
- Create
- Integrate
- Theorize
- Combine
- Discuss
- Improvise



# Objectives to Demonstrate Ability to Synthesize (cont.)



- Plan
- Design
- Manage
- Specify
- Design
- Summarize
- Derive
- Generalize
- Assemble
- Construct
- Set Up
- Produce
- Build
- Restate
- Relate
- Modify



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# Objectives to Demonstrate Ability to Evaluate



- Judge
- Evaluate
- Compare
- Measure
- Check
- Defend
- Value
- Verify
- Justify
- Criticize
- Appraise
- Rate
- Estimate
- Test
- Summarize
- Revise
- Select
- Assess
- Rank



# PowerPoint Guidelines



- Use the approved KNA PowerPoint template.
  - **Failure to use the template will result in the KNA denying your presentation.**
- Make sure images do not cover up words in your slides.
- Slide headings should at least be a font of **34**.
- Text in the body of the slide should at least be a font of **24**.
  - Simplify and limit the number of words on each screen. Use key phrases and include only essential information.
- Typically, 1 slide per minute of presentation.
- Avoid the use of flashy transitions such as text “fly-ins”.
- Use photographs and graphics to illustrate your points

# THANK YOU KENTUCKY NURSES

For Fighting COVID-19

- ✓ Health Care Experts
- ✓ Frontline Leaders
- ✓ Friends & Neighbors
- ✓ Protectors & Defenders

