



PRUFROCK PRESS INC.™

Tips for Conference Presentations

1. Sign up early. Most conferences have early due dates for proposals, some soon after the annual convention ends.
2. Make sure you can cover the travel expenses. This is your responsibility, so it might be best to start with local or state conferences.
3. Choose an interesting or unique topic that will benefit your audience. Don't be a "tagalong" presenter.
4. Create a catchy (but informative) title. If the title of your presentation is too vague, few will attend.
5. Write a brief (but informative) description. Make sure your description actually matches your presentation's content—most attendees dislike being let down by a great description and different content.
6. Prepare handouts and include your contact information. If the conference guidelines allow it, add your book's title with the Prufrock website as one of multiple resources on the topic.
7. Look into uploading your handout digitally to a conference listserv or website for attendees who couldn't make your presentation.
8. Be engaging. If you're teaching a classroom concept, use a hands-on activity. If you're talking about research, consider adding video or photos to your presentation.
9. Keep to the schedule. Don't go over the time limit, and be sure to include plenty of time for questions!
10. Let us know about your presentation. We can help publicize it. Contact your editor or the editorial staff at editorial@prufrock.com with information about the event.