

Important Guidelines

Delivering your presentation

- Golden Rule: Give the talk you would like to hear
- Rehearse , rehearse and rehearse again!
- Cut out content if timing if not under control
- Never exceed the allotted time
- Assign timing to each section
- Anticipate lots of questions, repeat them first then answer briefly



Tips for Delivery

- Starting out is the hardest part of the talk
- Don't apologize or make comments about yourself
- Be enthusiastic
- Always give proper credit
- Avoid blocking the audience view
- Figure out which slide is your half-way mark and use that to check your time
- For an oral presentation, voice control, enthusiasm, posture gestures, nervousness etc are very important

Handling Questions after a Presentation

1. Listen to the whole question
2. Understand the context
3. Involve the whole audience
4. Respond concisely
5. Allow follow-up questions via email

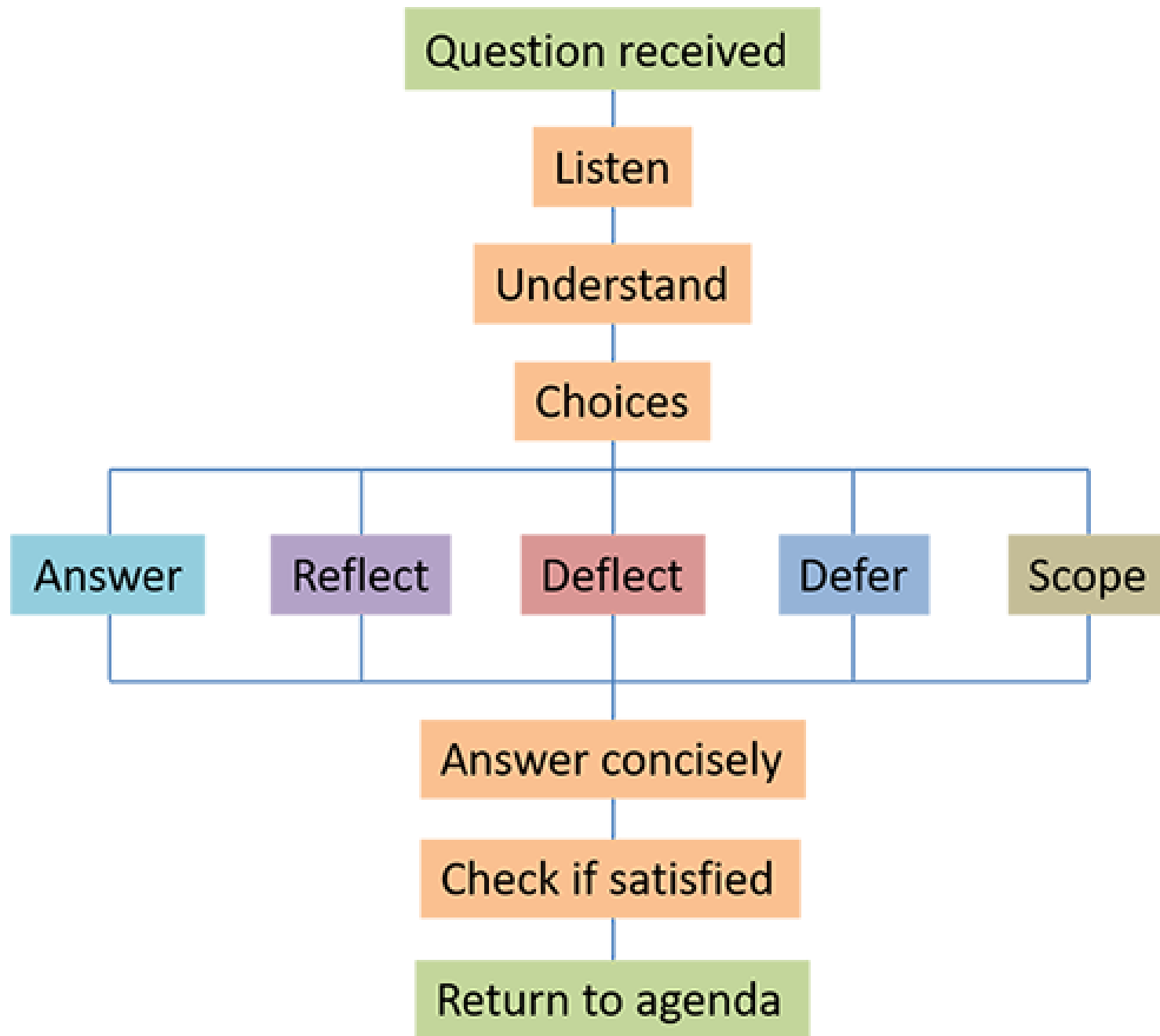
Framework for responding to questions



Situation	How to Clarify
You <u>didn't hear</u> the question	<p>"Sorry, I didn't catch all of that."</p> <p>"Could you repeat your question, please?"</p>
You <u>don't understand</u> the overall question	<p>"I'm afraid I don't understand."</p> <p>"Could you please rephrase the question?"</p>
You <u>aren't sure about the details</u> of the question	<p>"I don't quite understand..."</p> <p>"Are you asking about <u> (the 1995 study)</u>?"</p> <p>"Are you referring to <u> (the peptides discussed in Figure 2.3)</u> ?"</p> <p>"Do you mean <u> (the patients in the placebo group)</u> ?"</p> <p>"Could you be more specific?"</p>
You <u>still can't understand the question</u> even after repeating	<p>"I'm sorry. I still don't understand your question."</p> <p>"Could I come back to you later?"</p> <p>"Could you please talk to me after the session?"</p>

Options for answering the question

- Answer
- Reflect
- Deflect
- Defer



Polite Comments for Audience Members

"That's a great question. Thank you for asking."

"I appreciate your question and am happy to answer it."

"What a thoughtful question! I'm glad you asked."

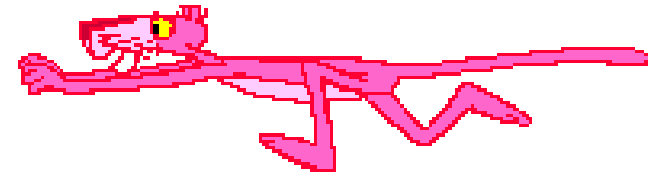
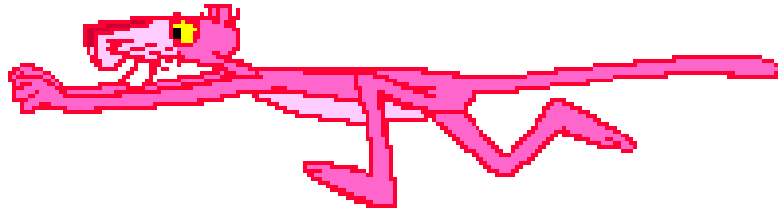
"What an interesting question! I'll do my best to answer."

Questions about Methods

Question/Comment	How to Respond
"Have you used this approach?"	"No, but thank you for your input. We will look into this." "We considered this approach. But there were some problems."
"Why did you use this method of analysis?"	"There were several reasons for this. First..." "We found several other methods to be problematic." "We have explained our rationale fully in the paper."
"What limitations to the study did you identify?"	"We didn't identify any specific limitations." "We did identify a couple of limitations. These include..."

Situation	How to Respond
You <u>have to think about the question</u>	[*Repeat the whole question or part of it] “Please give me a moment to think about this question.” “Just one moment—I need to consider my answer.”
You need <u>more details about this question</u>	“Just so I understand...” “Are you referring to <u> (the methods of analysis or to the experiment) </u> ? “Do you mean <u> (the Smith study from 2014) </u> ? “What information are you referring to exactly?”

Situation	Example Questions	How to Respond
You <u>have to think about the question</u>	“Were all sample groups in the study <u>in the same cohort?</u> ”	“ <u>In the same cohort?</u> Please give me a moment to think about this question.”
You need <u>more details about this question</u>	“What about <u>the data collected between 1994 and 1997?</u> ”	“ <u>The data collected between 1994 and 1997?</u> Which data are you referring to exactly?”



1. Be aware of and respond to audience **feedback**.
2. Be prepared to use alternative developmental material
3. **Correct yourself** when you misspeak.
4. **Adapt** to unexpected events
5. Adapt to unexpected audience reactions
6. Handle questions respectfully.
7. Give **references**.

References

- How to Handle Research Presentation Q&A Sessions

<http://wordvice-wp-static.s3-ap-northeast-1.amazonaws.com/uploads/2018/08/How-to-Handle-Research-Presentation-QA-Sessions-Cheat-Sheet.pdf>

- Guide for Handling Questions after a Presentation

<https://virtualspeech.com/blog/guide-for-handling-questions-after-a-presentation>