

Seminar: Technologies and Design of Graphical and Virtual User Interfaces

02 – How to give your talk



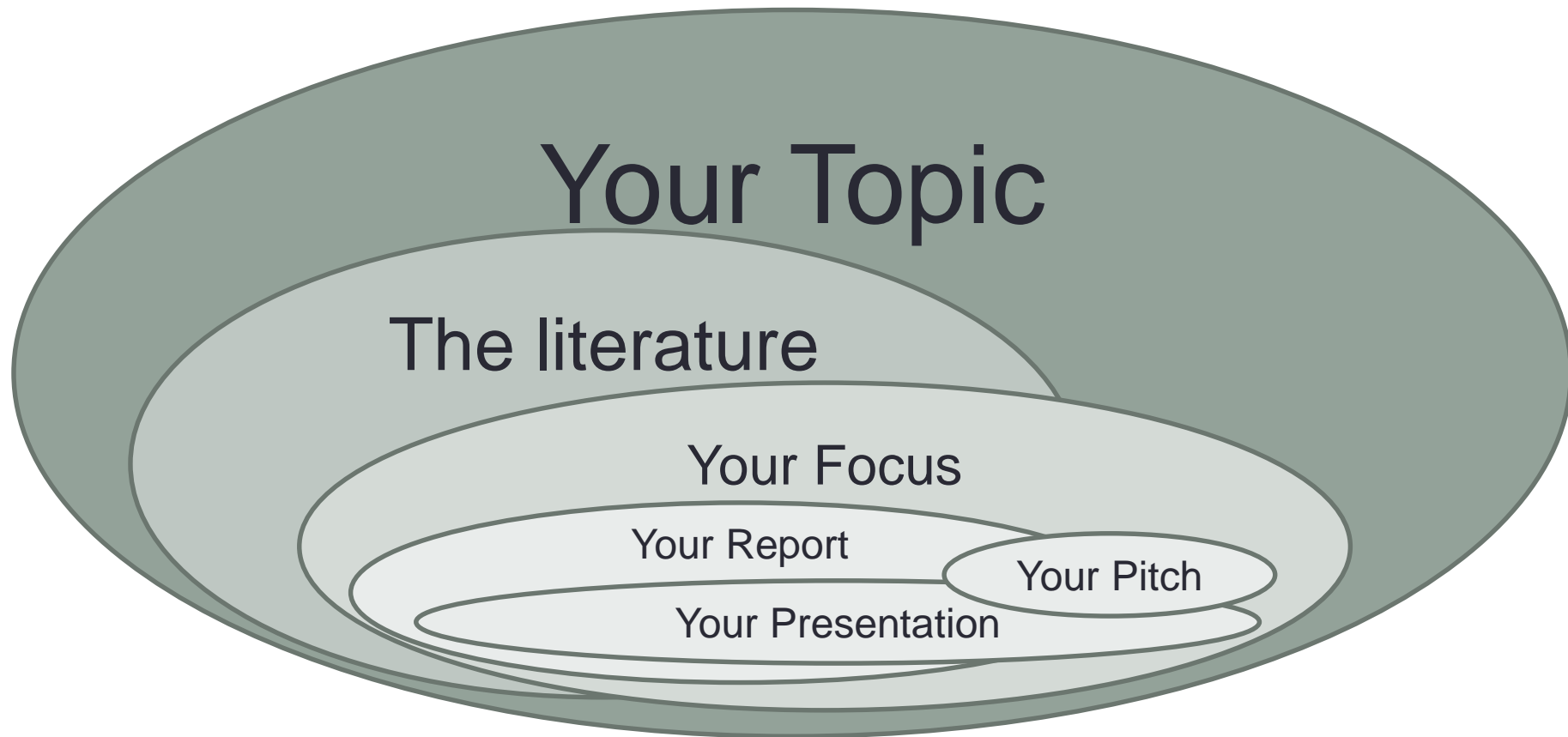
Patrick Harms



Tel: 0551-39-172036

patrick.harms@informatik.uni-goettingen.de

Selection of the Subtopic



Giving Your Talk

- Try it out
 - In front of the mirror, a friend, your family, your teddy, your dog ...
 - Record yourself
- Check it
 - Duration
 - Problems while talking or describing
 - Problems with the slides
- Iterate
 - Correct problems and try again

Giving Your Talk

- The day before your presentation
 - Get together all your stuff (Presentation, USB-Stick, Laser-Pointer, ...)
 - Check your stuff
- The day of your presentation
 - Be in time
 - Calm down
 - Check the hardware
 - Calm down
 - Check your slides on the hardware
 - Calm down

Giving Your Talk

- Check your appearance
 - Clothes
 - Posture
- Talk freely
 - Do not read from slides or from anything else
- No „eeeehhhhhhmmmmmm“
 - Prepare well and you don't need it
- You have something important to tell
 - Let the audience feel it

Giving Your Talk

- Speak to the audience
 - Find somebody that listens or talk to a chair in the middle
 - Be loud enough
- Use the room
 - Point at things with a laser pointer
 - Use white board, etc...
- Don't panic for questions
 - Answer them
 - Have some additional slides
 - If you can't answer, promise to clarify offline

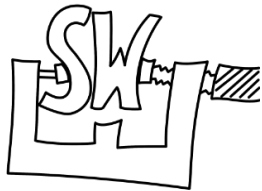
Giving Your Talk

- Finalize your talk
 - Conclude
 - Refer to literature
 - Ask for further questions
 - Thank for the attention
 - Say goodbye

Special Talk: The Pitch

1. Get to the point fast
2. Don't use too many slides
3. Establish the need/project/focus
 - Why is your topic the most interesting one?
4. Use a multilevel structure for your pitch
 - 5 seconds, 30 seconds, 5 minutes
5. Know your audience

Questions???



Literature

- Dettori, Lucia: Research Talk 101. URL: <http://clgiles.ist.psu.edu/research-presentation/ResearchPresentation.ppt>