

Meeting with Supervisors : Tips for presentation for

Typically present in front of lecture slides

Balance out the presentation, and present data equally

Ideally divide the presentation in two halves

Or one person introducing , one handling the middle, first does conclusion

Be clear on your findings and what you concluded

- Don't extend the presentation by a second more: strictly 15 minutes or less
- A picture is worth thousand words, show something easy to grasp that you could point to, minimal clutter: Simple!!! Simple!! Simple slides!!

--> possibly a picture, graph, or low density table

--> make sure it is the right size, contrast, font

NB: You can use other researchers pictures minimally, but check for licensing, if there are no issues, mention where it was adopted from

(If you find yourself reading directly off the slides, you in bid trouble)

Try to use bullet points of high level summary

These should help the audience to keep track

- **Just because PowerPoint can do it , doesn't mean you can**

-->Don't have clip-ons that change aspect ratio, clapping hands, fades, animation

-->Use white background, blue or black readable font and sizing (in the blue book)

-->Don't use screenshots from your report, that is low resolution for a high resolution presentation

-->Be aware of transparency

- Delivery

Keep your voice level consistent, modulate, but don't sound robotic

Slow yourself down, but don't be boring, keep a pace and go at an appreciable momentum

Choose your words effectively

Don't try to squeeze in words

Try to vary your voice tone to build rapport with your audience

Dress professionally

Ensure there is no background noise, ideally speak from the same mic and environment, no echos

Look directly into the camera

Calm your nerves, it can be seen in the presentation

When explaining a concept or method, try to use an image of how that works instead going deep into the explanation

Good presentation

- Show faces (live or just pictures with names) in the corners of the slide view (to simulate a real life conference)
- Alternatively, show full screen at the start and end of conclusion of people presenting, when presenting minimize, gives much impression professionally.
- Use another monitor to record then use Timestamp to synchronize, using ffmpeg.
- Alternatively (Rubin): full video speaking first ,then insert the slides corresponding to what you saying and switch back and forth.

Bad presentation

Presentation techniques

****Look at the blue book guidelines for guidance**

- Worth having references at the end, for anyone who needs further information

- Add reference related to each slide, bottom right
- Reference in line with your text, can add references not included in the body of the presentation (since we limit the text)