

Presenting (and more)

Practice: Scientific Methods and Writing





Agenda

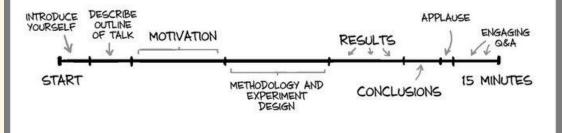
- General presentation stuff
 - _ formats, prep, delivery strategies
- _ Visual aid suggestions
 - _ focusing on slide-like options
- A5
- Break
- _ Nervousness strategies
- Conferences
 - Q&A
 - Posters
 - _ briefly mention facilitation
- A2: returned

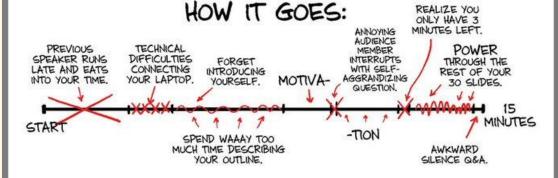


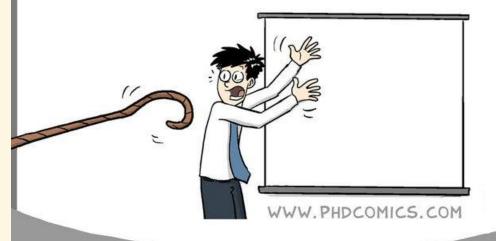


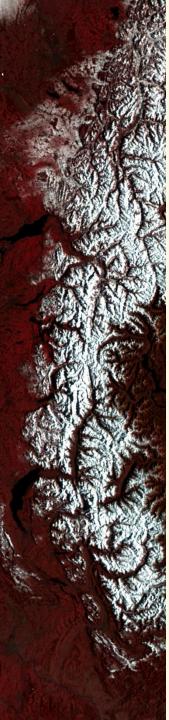
YOUR CONFERENCE PRESENTATION

HOW YOU PLANNED IT:









Presenting

...your future will be full of listening to "bad", boring presentations (including this one, unfortunately).

Try to add a memorable presentation to the mix!





Quick Brainstorm:

What is a presentation?

What styles/formats of presentations are you familiar with?





A presentation...

- _ conveys ideas
- _ tells a **story**
- _ is a catalyst for new thought, interaction, collaboration
- _ connects you with (new) people (i.e. networking)
- _ is a way to get to a **conference** (and not be invisible!)
- an experience (i.e. means of engagement)
 - _ generates a (physical) response from an audience
 - _ one difference between "flat" presentations and a story
- _ hopefully changes, moves or inspires something in the <u>audience</u>
 _ not just a report listing stuff!





If you have to give a presentation, <u>how</u> do you prepare for it?

Discuss for 5 minutes.





In-class brainstorm

- _ Make it yourself
- _ Have a script/plan → notes/key ideas
- _ Think of the structure you want
- Consider participation from others
- _ Know the expectations (length, content, ...)
- _ Consider your figures/graphs
- _ Know if there is a template you need to follow (e.g. for slides)





Frame the story

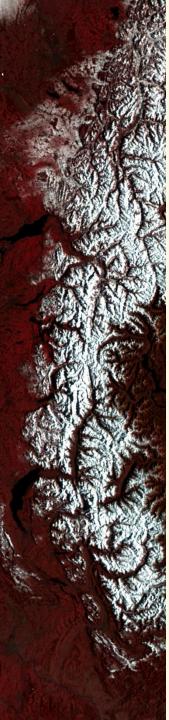
- Structure every story has a shape
 - _ Beginning
 - Middle
 - _ End
- Focus on:
 - _ problem/resolution; question/answer
 - _ setup/punchline
 - _ a more complex puzzle





Frame the story

- _ Understand your audience
 - _ how much background information?
- _ Identify 1-3 key messages for the audience
- _ if it's not a story, it is just a list, and lists are not very engaging...
 - _ center on who, when, why not just what
 - _ focus on how the steps you took changed the overall trajectory or idea



Plan your delivery strategy

- _ A few main options:
 - _ 1) read word-for-word from a written script
 - _ 2) create a set of structured talking points to follow
 - _ e.g. paper form, presentation notes, whatever
 - _ 3) memorise your talk with rehearsals
 - _ This takes sooo much time, but is sometimes worth it!
- _ Generally a mix of 2 and 3 is recommended
- _ speaking freely is more engaging for an audience
 - _ mistakes and pauses are OK!
 - gives those in the audience the opportunity to connect to you





Plan your delivery strategy

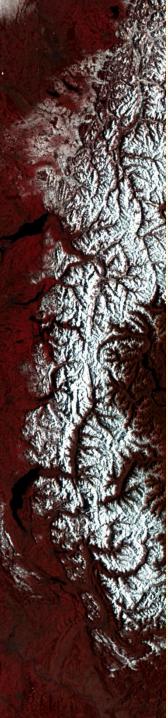
- **Interact** with the audience!
 - _ interaction generates (sustained) interest
 - _ jokes, open or rhetorical questions, polling software...
 - _ Use smaller stories as tools but be sure they are relevant
 - _ Think about props you can use they are memorable!
 - _ T-shirt reveal
 - _ objects
 - _ draw something live
 - _ show and describe a (short) video clip (e.g. screen capture instead of live demo)
 - _ ...





Pacing of a talk

- _ Give your audience one thing at a time
 - _ People can read or listen, not both at the same time
- Momentum!
 - _ How do you generate it? How do you keep it?
 - _ don't forget that silence can be used to build tension
- Be aware of how much information you are throwing at an audience
 - _ If someone can't follow, they check out



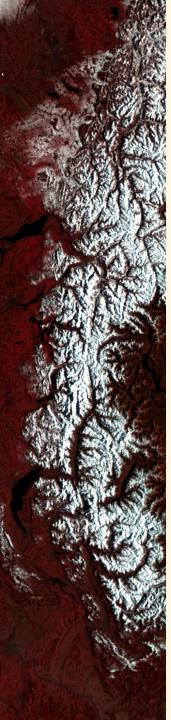




Pacing of a talk

- _ Tools for pacing
 - _ automated slide timers (requires more practice, but sometimes great)
 - use video as a visual aid
 - _ generally keep under 60seconds
 - _ plan (brief) moments of silence (e.g. 10 second water break)
 - incorporate blank slides to bring the focus back to you

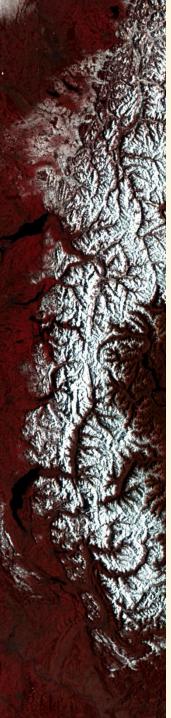




(stage) Presence

- _ speak loud enough
- breathe
 - _ Remember to breathe and not race
 - _ Take your time
 - _ add pauses after you present more complex information
- stance and movement
 - _ Take up or make space; use your hands
 - _ Use the room, if you can (depends on microphone situation)
 - _ Be aware of how you move when nervous...might be distracting
- _ establish eye contact with audience members
- _ invest in a laser pointer and practice with it!





Speaking strategies

- less formal than written language
 - _ Depends on the audience (domain experts or public audience?)
 - _ try to avoid silence fillers (e.g. "um")
 - _ Simpler language is often better!
- _ Repetition can actually be good
- _ Metaphors visual words
- Familiar references
- _ Use present tense
- _ Use first person





If you had to give a presentation a shape, what would it look

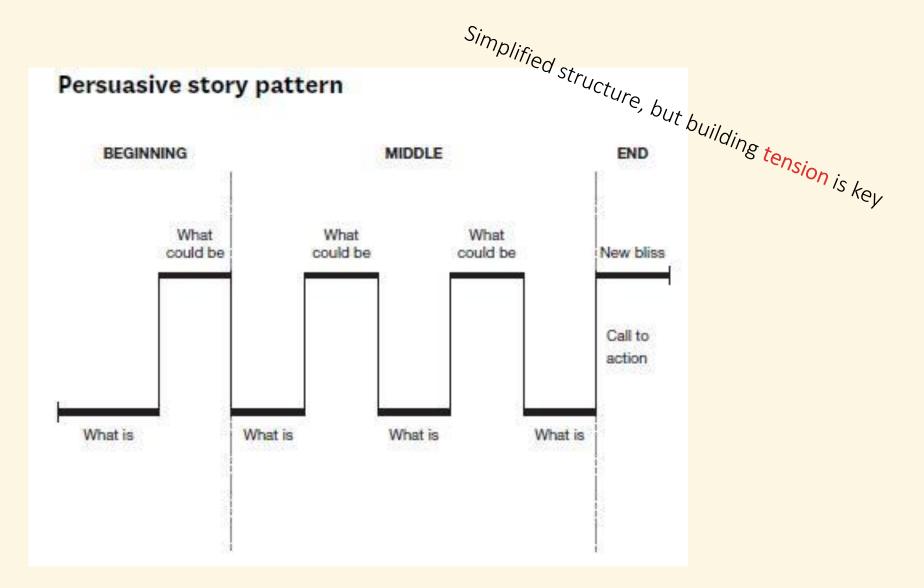
like?

Discuss briefly.













Visual Aid: Slides

...or death by powerpoint





What are some general guidelines for slides or similar visual aids?



General Suggestions

- Include slide numbers
- visual element so the audience knows the position in the overall talk
 - _ progress bar, shorthand in the header, footer or margin...
- _ keep text short and simple
 - avoid information overload
 - _ avoid large blocks of text
 - _ fewer words the better
 - _ ...it's a talk, not a paper but be aware what will happen to your slides later!
- _ Make sure **font size** is big enough
- _ Always cite anything that isn't yours





General Suggestions

- _ Avoid red-green colour schemes (color blindness)
 - _ Maps: https://colorbrewer2.org
 - Or here is a <u>cool tool</u> to test color combinations by David Nichols
- _ Check if graphics are **readable** from a distance
 - _ often different requirements than for a paper
 - _ adapt graphics for quick understanding (i.e. simplify!)
- _ Avoid colours and/or backgrounds that make reading challenging
- _ Start with a problem/question that is resolved by the end





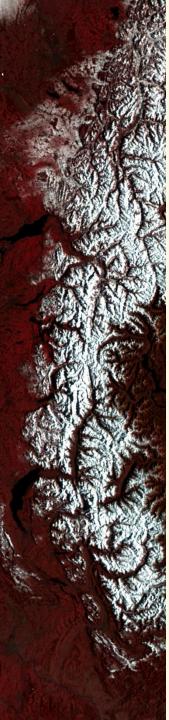
General Suggestions

- Only show text you want people to read
- Reveal information in a table or figure as you mention it
 - _ can be easily overdone, but can also be a useful device
- extra work, but smart to make two versions
 - _ one for presenting with less text
 - _ ...and an annotated one for reading/reference afterwards
 - _ may be better to create a readable document than slides



General Suggestions: final slide

- contact information
- _ Include more than just "thanks!", "any questions", etc.
- _ takeaway message(s) or key findings!



A5: "Lightning Talk"

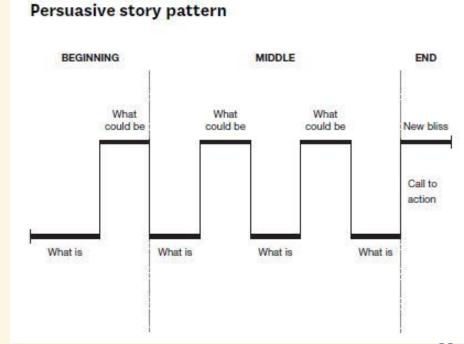
ca. 3-4 minutes





Lightning talk

- _ shorter is generally harder
- less is often more
- great exercise to maybe try this pattern
 - _ 3 minutes is challenging





Mini-Conference

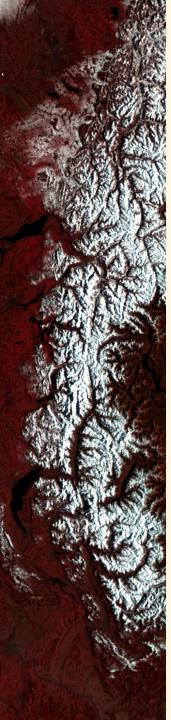
- A conference schedule will be announced on Blackboard
- Plan:
 - 1) You will be introduced by an assigned moderator in a few sentences
 - _ the first moderator presents last
 - 2) give your "lightning talk"
 - 3) Q&A after your talk run by the moderator
 - 4) You become the next moderator!
 - _ switch to the next presenter's visual aid
 - _ introduce the next speaker and their work in a few sentences
 - listen
 - _ moderate the Q&A





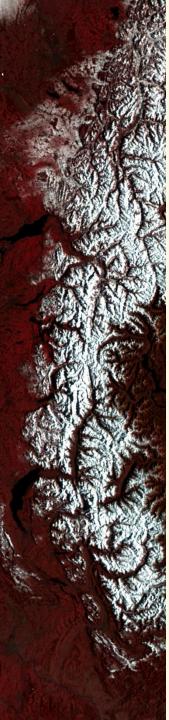
Mini-Conference

- We will:
 - _ load all submitted presentations in advance
 - _ take care of time-keeping (absolute max. 4 minutes!)
- _ There will be voting for the "best" presentation
- Planned for 17.01.2024



Break!





How do you mitigate nervousnes?

Discuss for 5 minutes.

Everyone is nervous before presenting.





Nervousness strategies: before

- Practice your presentation
 - _ ideally out loud and while standing
 - _ even better, already before other people
 - _ get an idea of your timing how long each section takes
- _ Have a backup strategy for visuals and content
 - _ printed talking points in case slides don't work
 - multiple formats of your presentation (e.g. PDF and powerpoint)
 - _ backup copies saved somewhere



Nervousness strategies: during

- Introduce yourself briefly at the beginning of a talk
 - _ Include why you are excited to be there!
- _ Focus on specific people or objects in the room while talking
- _ Build in a few moments to pause
- _ remember that it is an **opportunity to share** and build new connections, not a test!
 - _ try to think about what the audience might be (most) interested in
- _ figure out what to do with your hands
- _ breathe

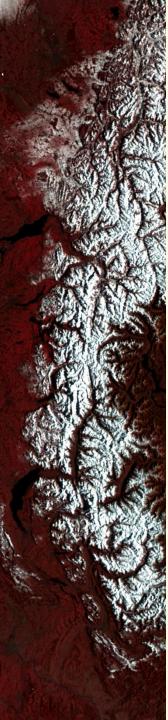




If possible...

- Visit the location
- Pay attention to lighting
 - _ Might want to adjust dark or light backgrounds/text
- _ Know the projector screen size
 - _ Adjust font sizes and content
- _ Know how many people can fit in the room
- Check acoustics
- _ Arrive early to make sure your presentation is loaded and that everything works
- _ Be sure you have water and drink enough before hand
- _ If longer, build in breaks you run the show (sort of), you can decide!





Conferences

A gathering of presentations...and people.





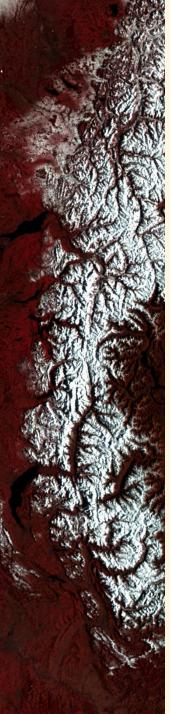
Conferences

- _ Purpose:
 - _ Hear about (new) ideas, projects, topics
 - _ Generate new ideas
 - Network
 - _ Get feedback



Conferences

- _ Prep an elevator pitch to introduce yourself
 - _ ...and practice it!
 - _ makes conversations with people easier
 - _ Max. 1 minute summary:
 - _ Headline: one sentence summary
 - **Elaboration**: more info that takes less than one minute
 - _ (best to only give the elaboration if asked a further question...)
 - _ maybe even different ones for different audiences
- Bring contact cards to give to people
 - _ ... or a QR code that people can scan



How do you prepare for Q&A sessions?

What are potential challenges that arise in Q&A sessions?



Q&A Sessions: before

- Brainstorm possible questions
- Develop talking points for tricky questions
- _ Include additional slides after the end of your presentation
 - _ i.e. hidden unless relevant for answering a question
- Most questions fall into one of three categories:
 - Clarification for understanding or more detail
 - _ How your work relates to something else
 - _ Something totally bizarre



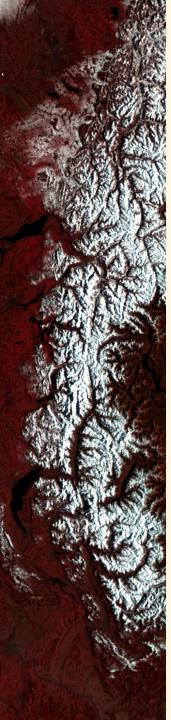
Q&A Sessions: during

- repeat the question back to whoever asked
 - Checks your understanding of the question
 - Makes sure the rest of the audience understands
 - _ Allows you to reframe it
- rephrase the question towards something you can answer
 - _ (or want to answer instead...)
 - e.g. "I can't really tell you about ..., but ..."
 - e.g. "I have to think about that, but ..."
- act like every question is totally reasonable (unless offensive)



Q&A Sessions: during

- _ It's OK to say that you don't know an answer!
- Refer to a poster or other researcher at the conference
- Don't be afraid to interrupt someone monologuing instead asking a question!
 - _ This should be the job of a good moderator, but sometimes you are left to your own devices...
 - _ (politely) suggest discussion afterwards
- Let people know where to find you later
 - ... and invite them to talk
 - _ or prepare and ask the audience a final question to discuss later



Q&A Sessions: after

- _ Hang around in or just outside of the space
 - _ ...or wherever you said they could find you (poster, stand ...)
- Approach someone who engaged with you in the session
 - _ ...or someone else in the session related to your work

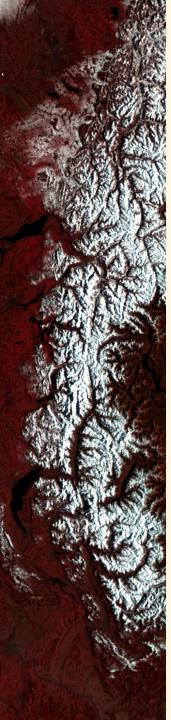




A few open questions:

- _ How do you handle interruptions?
- _ How do you handle someone having a (loud) discussion in the room that has nothing to do with what you are presenting?
 - _ Just ask them to stop or leave!
- _ How do you handle a bunch of people arriving late?
 - _ Pause and allow them to take a seat
- _ How do you handle mistakes in your slides or if you mess something up?
 - _ ...generally you care more about small mistakes than your audience does
 - _ unless critical, just ignore them (e.g. typos) or make a joke
- _ What happens if your slides stop working or are not available?





Posters





Poster sessions

- _ Widely used in the academic community (at conferences)
- _ Most do a bad job of communicating information
- _ Main purpose:
 - _ provide a very quick, understandable overview
 - _ generate discussion
 - _ ... not explain everything you did!
 - _ (most people don't want to read your poster...)



Poster sessions

- _ Different audience and purpose than a presentation
 - _ More generic, not someone attending a specific session!
- Make a poster session a conversation, not a speech
 - _ Let your listener's questions guide your discussion
- _ short amounts of time to interact with people
- _ Most interactions will be with people already interested
- Recommended to be self explanatory (or include a link)
 - Posters often hang somewhere without you being around



Poster suggestions

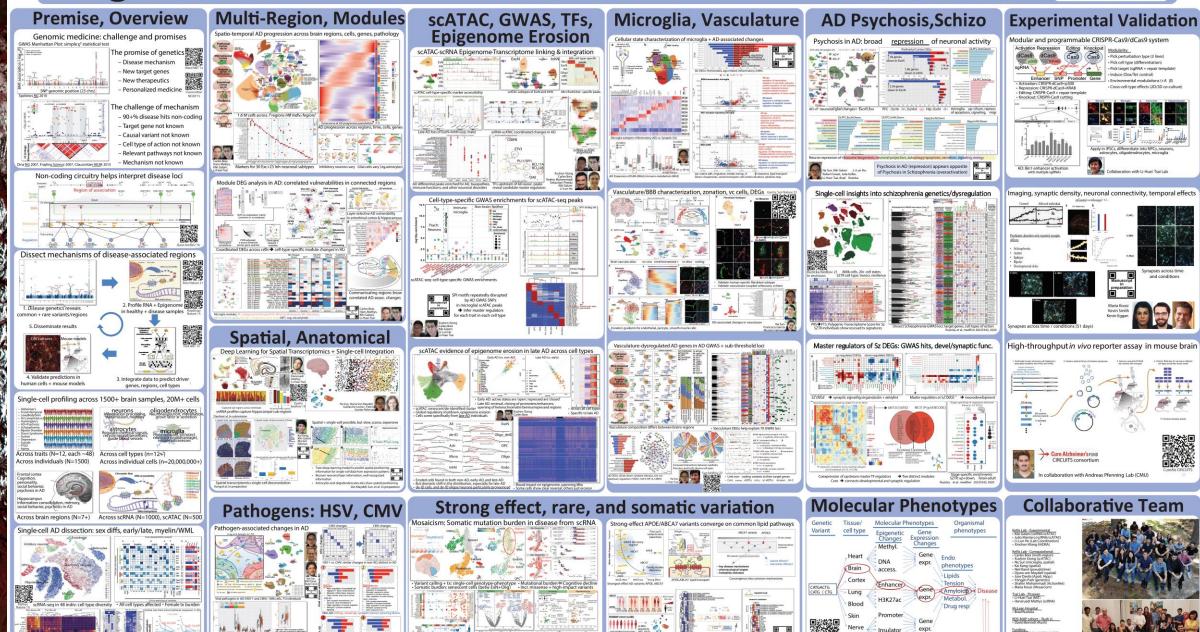
- _ Title should be big and attention grabbing
- _ Do not include an abstract! (...or only include one)
- _ (expected) results should be mostly images
- _ Focus on conclusions or key messages
 - _ Word best between 300-800 words
- _ Should be easily readable when printed on an A4 page
 - _ You can print some of these as handouts for people to take
 - _ Readable from at least 3 meters away
- _ Include authors, your contact, affiliations, acknowledgements, references, funding source and organisation logo(s)
- Some conferences will have a template
 - _ you may want to re-use a poster for multiple events in a short time-frame...



Single-cell dissection of Alzheimer's Disease

MIT Computer Science & Artificial Intelligence Laboratory
Picower Institute for Learning and Memory
Broad Institute of MIT and Harvard

@manoliskellis



Single-cell dissection of Alzheimer's Disease MIT Computer Science & Artificial Intelligence Laboratory Picower Institute for Learning and Memory Broad Institute of MIT and Harvard Premise, Overview **Multi-Region, Modules** scATAC, GWAS, TFs, Epigenome Erosion Microglia, Vasculature **AD Psychosis, Schizo Experimental Validation** Genomic medicine: challenge and promises Causal variant not known Non-coding circuitry helps interpret disease loci 1. Disease genetics reveals Spatial, Anatomical High-throughput in vivo reporter assay in mouse brain = 23223. Integrate data to predict driver Across individual cells (n=20,000,000+ **Collaborative Team** Strong effect, rare, and somatic variation Pathogens: HSV, CMV oss brain regions (N=7+) Across scRNA (N=1000), scATAC (N=500 ROS-MAP cohort - Rush U. - David Report (Rush)



Poster suggestions

- I offer you permission to be free from any expected template!
 - _ ...unless it really is a formal <u>requirement</u> for a given event
- Be creative
- _ use it as an interest generating device, not necessarily a self explanatory thing
 - _ You can reference a website or paper with more info (e.g. QR code)
- Examples and advice: http://betterposters.blogspot.com/





Figures

- _ The best figure is:
 - _ the one you can explain
 - _ fits into your story
 - _ is understandable on it's own (including a caption)



The art of facilitation...

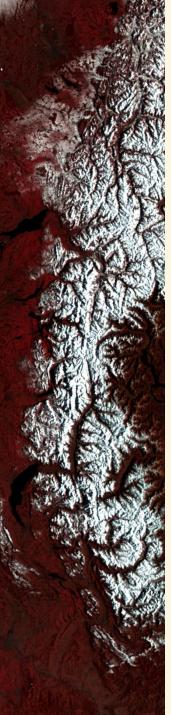




Moderation/Facilitation

- Contact speakers in your session in advance
- _ Be prepared to introduce each person with a small blurb
- _ Perhaps have a brief introduction and conclusion for the session
- _ (respectful) time-keeping
 - _ Think of it as making time for later rather than limiting
 - _ Let presenters know how you will inform them of timing
- _ Interrupt audience monologues in Q&A!
 - _ You can preface this at the beginning of the Q&A
 - _ E.g. "Please, questions only; I will interrupt if there is any monologuing. You can talk one-on-one at the end of the session."
- _ How can you make space for everyone (rather than take it)?

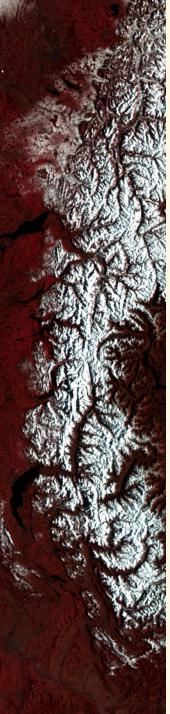




Moderation/Facilitation

- _ If possible, make an agenda
 - slide to refer back to, and/or a handout
 - _ Clear purpose of the session (e.g. like a thesis statement!)
- _ Ask for any accessibility needs/requests in advance
 - _ only really possible for "closed" meetings (known participants)
- _ Follow up with **notes** for attendees
 - _ Again, only really possible for "closed" meetings
 - _ e.g. Int'l Mountain Conference, autumn 2022 synthesis sessions
- _ For sessions exceeding an hour, build in (short) breaks





Perhaps most importantly...

- _ don't take yourself too seriously
- _ often the real goals are:
 - _ be remembered, if you present
 - _ establish a starting point for conversation after the session!



A4: Final Paper

15.01.2024

A5: Presentation

17.01.2024 (upload before!)

The schedule and A2 of the person you are introducing will be available on Blackboard before the end of the break – the biggest part is your presentation.

Thanks for participating!





resources

- _ Gernsbacher, M. A. (2013). *Improving Scholarly Communication: An Online Course.* Retrieved from https://osf.io/z9dh7/
- _ Sarnecka, B. W. (2021, June 29). *The Writing Workshop: Write More, Write Better, Be Happier in Academia* (2nd ed., full text). Retrieved from https://doi.org/10.31219/osf.io/5qcdh
- _ Some work by Nancy Duarte:
 - https://hbr.org/2012/10/structure-your-presentation-li
 - _ https://www.ted.com/talks/nancy_duarte_the_secret_structure_of_great_talks?referrer=playlist-how_to_make_a_great_presentation

