

Presenting at seminars and conferences

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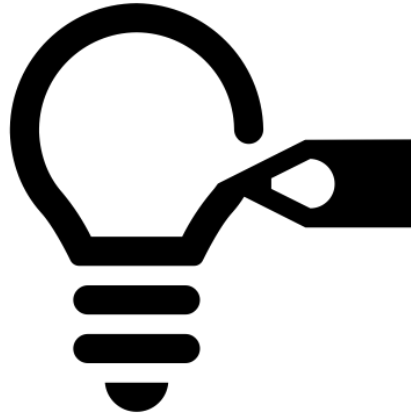
15th Nov, 2019

SPPH 504/007

Content

1. Preparation
2. Giving talk
3. Q/A

Preparing your presentation

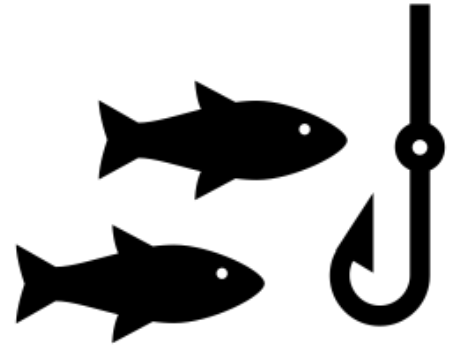


Prepare your presentation content:

- ✓ Write an **outline** / narrative of your presentation
- ✓ Consider level of **audience knowledge**
- ✓ Provide **context/background** for your presentation
- ✓ Keep **jargon & technical terms** to a minimum
- ✓ Prepare a "**hook**" for your opening (grab audience attention)
- ✓ Have a strong conclusion & **take home message**

Presentation Hook Ideas:

1. Make a provocative statement
 - Might not work always in your favour
2. Ask the audience a question
3. Ask a rhetorical question
4. Tell a story
 - Own experience in the topic
5. Use a captivating visual
6. Tell a (relevant) joke
7. Use a prop/object



Prepare your presentation slides:

- ✓ Make your title short and informative
- ✓ Only one idea per slide
 - Or minimum # of ideas
 - You don't want too many slides either; has to be a balance
 - 1-min per slide is the standard
- ✓ Use a large font (this one is font size 24)
- ✓ Use keywords & phrases (not full sentences)
- ✓ Use pictures, tables and graphs

Prepare your presentation:

✓ Practice!

✓ Practice!

✓ Practice!

✓ Anticipate questions & prepare answers

✓ If possible, check out the room/equipment in advance

Try it out on your class/ supervisor/
friends/ family for feedback

Giving your talk



Giving your talk

Do:

- ✓ Show your enthusiasm! Show interest in your own topic!
- ✓ Make eye contact
- ✓ Think about your body language
- ✓ Speak loudly
- ✓ Vary your pace & take time to pause
- ✓ Stay within time

Giving your talk

Avoid:

- ✓ Reading the slides (or your notes)
- ✓ Blocking the screen
- ✓ Filler words (*um...like...uh...ah...you know?*)

Q & A Period



Getting audience questions:

- ✓ Tell your audience early that there will be an opportunity for questions
- ✓ Show that you want questions

"Who has the first question?"

"A question I'm often asked is...."

"Are there any other questions?"

Responding to audience questions:

- ✓ Repeat the question (ensure you understand & that everyone can hear it)
- ✓ Be concise in your answer
- ✓ Break down loaded/aggressive questions before you answer
- ✓ Say "I don't know" if you don't know

Questions?

Resources

TED TALKS - [How to make a great presentation](#)