

Presentations

- ▶ A research talk is typically a brief lecture about a particular piece of research, intended for an audience of other scientists.
 - ▶ Convey ideas, observations, and discoveries. The intent is to openly educate and inform, and also for the speaker to learn from the audience.
 - ▶ The duration is usually fixed, say of 10, 30, or 60min.
 - ▶ They are conversations between equals rather than lessons by professors; and there is no expectation that the audience is going to become expert in the material.
 - ▶ The goal is typically to convey an impression, philosophy, or strategy rather than to educate.
- ▶ What and how much to select for a presentation depends not only on the time available but also on the expertise of the audience
 - ▶ A talk may begin by choosing the single main goal, that is, the particular idea or result the audience should learn. In the second phase, assemble the talk by critically selecting the important points and ordering them into sequence.
- ▶ Never have too much material for the allotted time.

Presentations...(2)

- ▶ Begin well. The first few sentences should show that the talk will be interesting.
- ▶ Clearly signal the end. Use the last few moments to revise the main points and ideas you want the audience to remember, and you may also want to outline future work or work in progress.
- ▶ Supporting notes can be helpful, if they are treated as prompts for issues to discuss rather than a script.
- ▶ Time the talk and note what stage you expect to reach at 5min, 10min, and so on, to help you finish on time.
- ▶ An obvious point is that you must speak clearly. Never read your slides to the audience.
- ▶ Beware of irritating habits.
- ▶ Handle distractions tactfully.
- ▶ Most importantly, remember that the audience wants to enjoy your talk—their attitude is positive.

Presentations...(3)

- ▶ Question time at the end of a talk is used to clarify misunderstandings and to amplify any points that listeners want discussed in more detail.
- ▶ Repeat the question in your own words and talk to the whole audience, not just the questioner, in your reply.
- ▶ Slides are a point of focus for the attention of the audience.
- ▶ Each slide should have a heading and be fairly self-contained.
- ▶ Slide tools: Microsoft®Power Point , \LaTeX beamer.
- ▶ A poster session can be one of the most vibrant parts of a conference.
- ▶ The narrative that accompanies a poster should derive from what you plan to say.