

How to deliver a scientific presentation?

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How to deliver a scientific presentation?

The Man of Science seems to be the only man who has something to say just now - and the only man who doesn't know how to say it!
(sir James Barrie)

How to deliver a scientific presentation?

prepare..... prepare..... prepare..... prepare.
..... prepare.....prepare..... prepare.....prep
are..... prepare..... prepare..... prepare

Topics

- preparation
- slides
- rehearsal
- transport and traveling
- speaking and nerves

Essentials

Put forth not only a contribution to scientific knowledge in the field,

but a presentation which is clear, rigorous and 'accessible' to everyone.

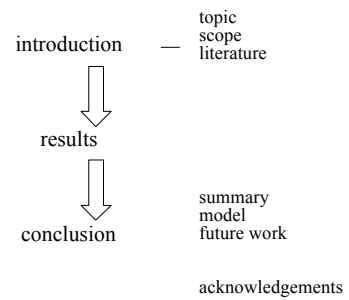
Context and goals

- purpose presentation
- audience
- topics
- 'der Meister zeigt sich an der Beschränkung'
- how to reach your goals
- jokes
- take home message

Preparation

- start thinking at least 3-6 weeks ahead
- know what time slot is available
- know what facilities are available
- who else is speaking in the session?
- make back-ups
- spell checking
- frames and dust

Organize your presentation



Means: pro's and con's

- slides
- video
- overhead
- computer presentation
- white- / black board

How to prepare powerpoint slides

- master slide
- textbox
- colorscheme
- figures and pictures
- animation

Good slides serve two purposes

Good slides amplify and clarify the message

Slides help the speaker to keep on the track

Master slide

- a lucid background is preferable
 - sensitivity eyes for visible light
 - bad darkened rooms
 - no problem with inserting graphics
- department templates
- size title: ≥ 32 points, color
- slide identifiers
- no logo's
- only landscape format

Text box

- always **bold**
- size: 12 16 18 24 **28** 32
12 16 18 24 28 32
- color black
- highlight color (optional)
- rule of six
- font: helvetica / arial

Research interests

Department of Tumor Biology

- Peter en dan moet je hier zelf maar iets leuks neerzetten

Colorscheme

- Geen idee hoe dit moet

Figures and pictures I

- show only one figure per slide
- lines at least 1 point, in graphics 2-3 points
- when importing pictures, enlarge to maximum size
- adapt size and style text
- do not use 'recolor picture' function

Figures and pictures II

- check graphics at 400 %
- fancy artwork distracts from the message
- if you have to say: "Some of you may not be able to see this, but...", **DON'T SHOW THAT SLIDE!**

Animation?

**ONLY WHEN IT STRENGTHENS
YOUR MESSAGE!**

Stukje over je afdeling

Rehearse

- discuss slide content, revise your script
- practice with your supervisor / colleagues
- use your voice, hear yourself
- timing

Speaking

- talk to your audience
- talk, don't read
- do not speak too close to the microphone
- use your pointer
- stimulate the audience
- don't walk
- one slide a minute

Transportation and travel

- carry your slides in your hand luggage
- prevent the glass from breaking
- mark lower left corner, check marks upon loading
- lock carousel and check labels
- number slides, or draw diagonal
- have your own pointer

Nervous ? - I

- prepare notes but don't depend on them
- your slides can serve as your notes
- make overhead transparencies as back-up
- rehearse
- be on time
- pre-check your slides, laptop

Nervous ? - II

- consult the chairman if required
- check out the podium
- have a glass of water available
- focus on a well known person in the audience

Powerpoint presentations from a laptop via a beamer

- make connections when equipment is off
- first switch on beamer, then laptop
- disable the 'sleep' mode
- never break connections when equipment is on

Discussion

- follow the instructions of the chairman
- repeat the question
- depending on the number of questions and time available, answers are short or you may elaborate

My goals

- how not to present
- how to prepare
- tips for professional presentations
- touch upon some of our work