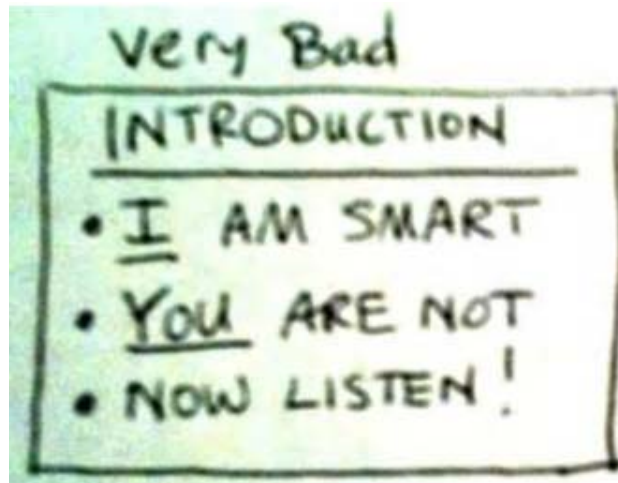


Basic Presentation Tips

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You have done the research, written the paper, had it accepted, now the presentation. For many the most difficult part of research. The following is to help prevent basic errors and help you succeed.



Many of you may have made presentations before; other might be presenting their research for the first time. Some people find this difficult, others not. The more you present the more confident you probably feel. Regardless, there are typical errors, mistakes and practical problems that happen; this brief sheet is to help you plan and deliver an effective presentation.

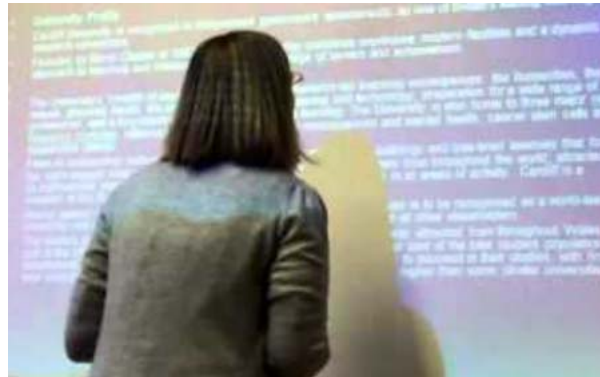
A presentation is not just reading the paper aloud, background info, videos, and modelling results in real time. It should be a joy to follow your work and a joy to present the results from your hard work.

For anyone speaking in a second language then use simple words, do not try to be fluent at a level beyond your skills, let the presentation talk for you, good presentation encourage the audience and answer questions directly.

Practise; make sure you are keeping to the time limit. Listen to the session Chair, do not over-run. A 15-minute presentation does not need 24 slides. Why have a slide if it will not be presented or discussed for a minute? Use diagrams when possible, if a video check it works on the system before the session starts.

Common Error:

Do not talk to the board or look at your feet.



Make sure the slide can be read from the back of the room, small letters are annoying if you want to follow and learn.

Do not cram too much detail on each slide, do not have too little detail on each slide.

Giving a good presentation continued

- Keep text to a minimum. No more than 5 bullet points per slide and if you can keep them to one core idea—that's better. People will tend to read this stuff and not pay attention to what you're saying.
- Check the contrast and font size. Make sure that if you have text on the screen that people can read it.
- Use pictures to get your idea across. They're easier to remember, less distracting and make more impact. Have stories ready and use imagery to set the backdrop.
- Avoid complicated charts and graphs, they're hard for your audience to follow. Keep visual ideas very simple.
- Check the resolution of your presentation. Maybe go with 800x800 to be safe. I don't know how many times I've seen slides that don't fit on the screen. You never know for sure how it's going to work out when you get things set up if you don't have full control over the environment.
- Have simple to follow notes to go along with your slides and major talking points. They should serve as a reminder, not something for you to read from.
- Think positive.
- Tell stories. Stories will get your idea across much better than charts and graphs and numbers. They also have the added benefit of helping to engage your audience.
- Don't read your slides. They should support what you are saying, not be what you are saying. The same goes for your notes.
- Keep your intro short and strong. People want to know who you are, but they also want to get into the meat of your talk. A quick, solid and clear intro is better than a meandering joke or list of accomplishments any day. Chances are most people in the audience know a bit about you already.

You might not feel comfortable and may put your hands in your pocket or move them too much. People often have an uncomfortable posture when talking, hold a pen and that keeps your hands busy.



Avoid the follow:

Talking too quietly.

Talking too loudly.

Talking too fast.

Talking too slowly.

Pause for a moment between sentences.

If you say look at the diagram, pause for a moment to allow all to look.

Avoid eye contact with the audience, look at various points on the back wall, it appears you are talking to all.

Dress smartly and look professional, it makes you appear professional.



Do not chew gum; if nervous then remember to breathe slowly. Have some water with you to sip in case your mouth becomes dry. Do not worry about pausing for a sip of water.

Questions:

Most questions are to ask for clarifications or offer other advice to help. The session Chair will stop anyone trying to just be rude or awkward. If you do not know, or cannot remember, just say I will answer you later.

You should know most of the answer.

Good Luck

Enjoy