Presentation Tips
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<u>Presentations</u>

Beforehand
   Find out what organizer wants – fell free to amend this purpose to
   something more appropriate or more important
   If you are assigned to review a topic, do not use this to highlight your own
   studies
   Find out about audience (think what their major questions would be and
   their biases), refer to content of presentations before you – avoid overlap
   and contradictions with prior presentations
   Decide on 1-3 major points/15 min
   Read morning paper to get ideas of local color comments
   Anticipate major questions and prepare answers
   Write your own intro and give to chair

Organization
   Title slide –acknowledge coauthors and funding
   Disclosure
   Start with purpose of talk
   Often good to state your expertise early on
   Give outline of talk, if >15 min talk
   Early on state significance and return at end
   End with conclusions slide

Content
   Tell a story
   Do not focus on methods
   Describe graphs/tables before giving results – e.g. what is on x axis , what
   is in this row
   Not too many word slides in a row
   Leave conclusion slide on at end

Stylistics
   Roam audience with eyes – especially before beginning
   Beware looking at head-nodders
   Avoid jargon
   Give your self an extra 20% in case of starting late, etc- plan which parts
   to delete if not enough time
   Talk slowly
   Use pauses to emphasize
   Signal transitions
   Move away from podium

Avoid pointer unless absolutely necessary
Use humor if audience seems accepting of humor
Show excitement about topic
Be as concise as possible
Use simple, homespun words –but only if fit
Smile
Use analogies and images whenever possible
At end say thank you and step back

Answering Questions
Restate question – often have to read between the lines and guess underlying issue
Cut off longwinded answer/comment
Look at respondent when answering
Acknowledge good points and questions

Slides
5 lines maximum
Mix figures and word slides
Do not scan in jl article graphs, etc
Offer to send slides to audience