Prepare/hold a presentation

From Posske group wiki

This page is a collection of tips on how to prepare and hold a presentation.

Contents

Holding a presentation - Some hints and tricks

Typical structure

- Introduction
    - Preview/Spoiler of talk. Emphasize main messages
    - Teach/remind the audience about the topic.
    - Focus on the parts that you want to address later/need for the talk.
- Middle part
    - Main message(s)
    - Focus on the main points
    - Emphasize physical/real world connection
- Closing
    - Summarize the main messages
    - Emphasize why your results/topic is important/relevent (practical applications? Further research?)
    - Give outlook on future ideas

Preparing the slides

- Give an overview of your talk at the start. Emphasize how the different sections build on each other and what is important
- Summarize the key message(s) at the end. Chose as few key messages as possible
- Emphasize the connection to real physics, try to make connection to the bigger picture
- Summarize and abbreviate calculations and spend time on the important steps
- Equations: If you use equations, explain all symbols and go through them. Explain what is the important aspect. Avoid technical derivations in a talk as far as possible.
- As few content per slides as possible but as much content as necessary
- Use few text on slides
    - Avoid empty phrases
    - Avoid full sentences/paragraphs

- Keywords should be included
- Include citations of the relevant sources
- Send the slides to your supervisors long enough before the talk and schedule a meeting or phone call to get feedback

Holding the talk

- Formulate as short as possible but as long as necessary
- Speak loudly, vary speed
- Emphasize important parts.
  - e.g., introduce: "Now this is the really important part/idea/result"
- Stand straight, hands out of pocket

Evaluation criteria

- Introduction
  - clarity
  - completeness (adjusted to the aim of the talk)
  - correctness
  - preview
- Middle part, presentation of paper
  - structure
  - correctness
  - presentation
  - focus
  - understandibility
- Conclusions
  - quality/shortness of summary
  - emphasis of important aspects
- General
  - timing
  - content of slides
  - overall impression

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