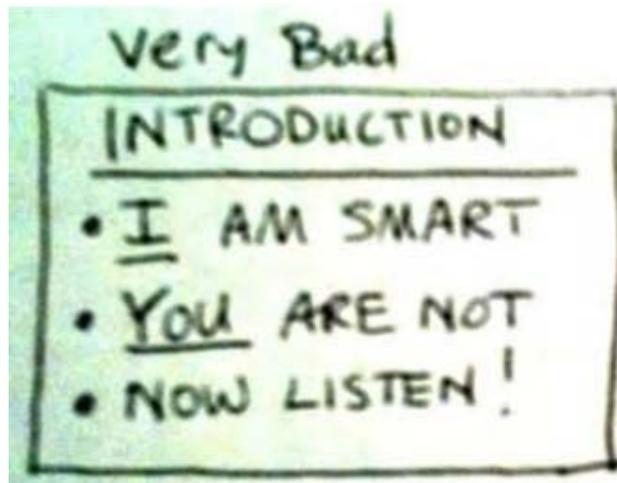


Basic Presentation Tips

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You have completed your research, written the paper, had it accepted, now the presentation. For many people this is the most difficult part of research. The following is to help prevent basic errors and help you succeed. Conferences are not looking for great presenters; the audience wants clear explanations of work and results.



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.

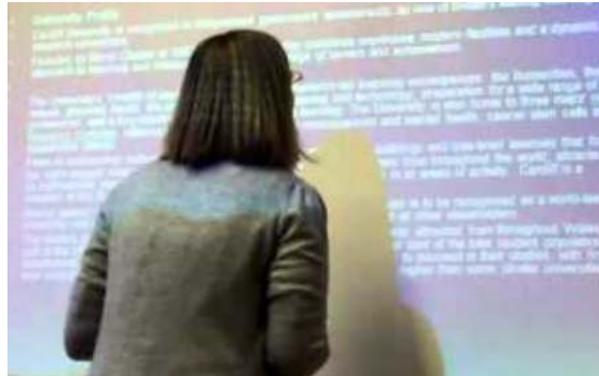
A presentation is not just reading the paper aloud, background info, videos, and modelling results in real time. It should be a joy to follow your work and a joy to present the results from your hard work.

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.

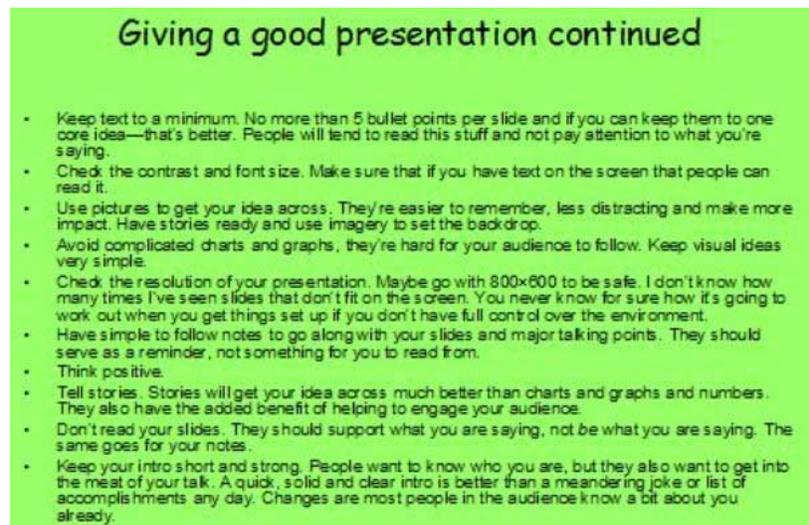
Common Error:

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

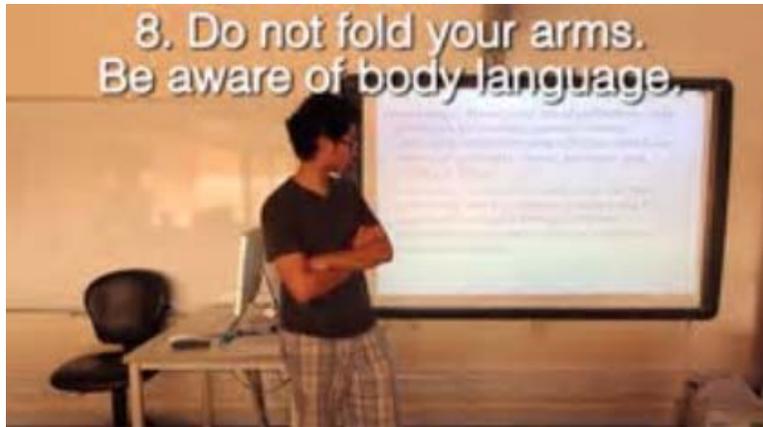


Make sure the slide can be read from the back of the room, small letters are annoying if you want to follow and learn.

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



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 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