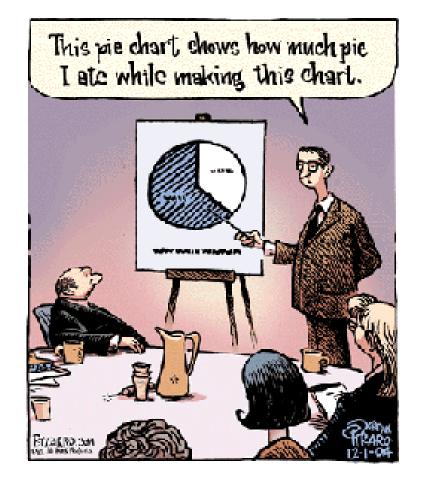
## Tips for creating and giving scientific presentations



## How to get started?

- Step 1: Identify your audience: this will control the level of your presentation and the amount of background material you need to orient everyone in the audience
- Step 2: Determine how much time you have for your presentation: this will control how much time you have to talk about each part of your outline (see below)
- Step 3: Identify the main points you want to convey: you can reasonably convey only 2-3 main points in a 20- or 30-minute talk
- Step 4: Create an outline of your talk: this will build in the logical organization of your presentation and help you decide what figures and other supporting evidence you need to make your points



### **Organizing a 25-minute scientific talk**

#### **Background and Introduction** (~6 minutes)

 $\Rightarrow$  4–5 slides

- ~1 Title slide Your names, date, citation to paper
- ~1 Outline slide Organization of talk
- ~1 Overview slide Why is this research important?
- ~1-2 Background slides Provides essential background for non-experts

#### Methods (~6 minutes)

 $\Rightarrow$  2–3 slides

Theoretical/experimental methods used in paper

### **Organizing a 25-minute scientific talk**

#### Results (~9 minutes)

 $\Rightarrow$  4–5 slides

What did you (or the authors) find?
Only develop 1-2 key results

#### \*Critique and Citation Summary (~3 minutes)

 $\Rightarrow$  2 slides

- 1 critique slide What was wrong with/good about the paper?
- 1 citation slide What happened with the result/field after the paper?

#### Summary (~1 minute)

 $\Rightarrow$  2 slides

1 Summary slide - Review the main points/ criticisms

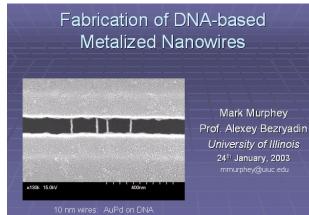
1 Acknowledgment slide – Acknowledge sources of material, help received, etc.

\*Journal club only

#### The title slide and outline prepares the audience to listen and shows organization of talk Fabrication of DNA-based

## **Title slide**

Your names and affiliations Paper citation (for JC) Venue and date Attention-getting graphic



Outline or overview of presentation Prepares the audience to listen Provides a logical structure for your talk Provides motivation and context Summarizes key points (limit to two or three for a 20- to 30-minute talk)



## Particle Physicists Ask ...

### 1.Why matter? CP Violation



## 2.Why mass? Higgs field

## 3.Why this standard model? SUSY or other extensions

Great outline slide, especially for a general audience

## Overview

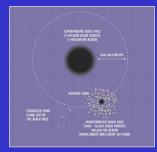


#### Black holes and star clusters

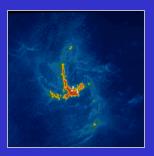
The galactic center







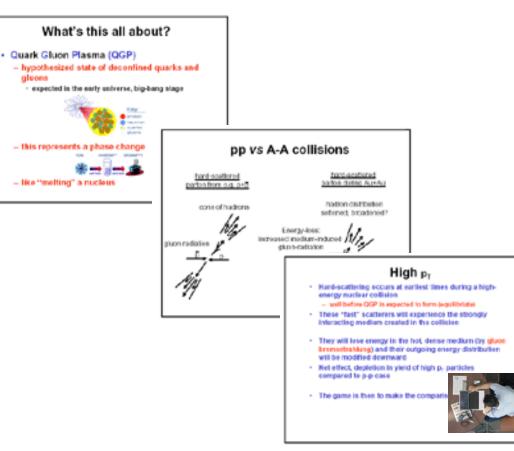
## Intermediate-mass black hole kinematics



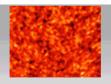
Here, we have a VISUAL and WRITTEN outline and it's not too long !

## The "body" of your presentation is the intellectual content of your talk

**Problem statement**, motivation  $\sim 1-2$  slides **Previous work** ~1-2 slides **Methods**  $\sim 1-3$  slides **Key Results** ~5–6 slides



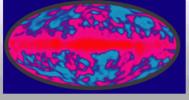
Provide a "summary" slide Recap key results and conclusions Reiterate main critiques (for JC)



#### Summary

- Non-Gaussianity in the CMB tells about creation of the initial density perturbations in the universe.
- The probability distribution of the nonlinear parameter in our model gives drastically improved constraints on non-Gaussianity.

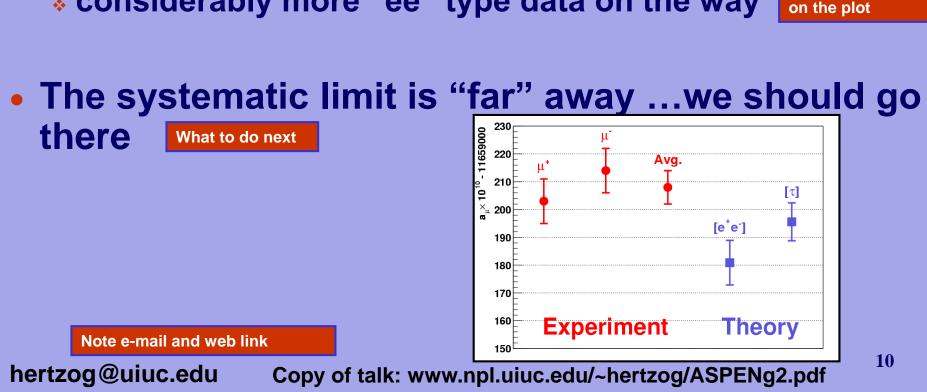
Next: generalize our method to smaller scale fluctuations and apply to COBE and MAP data



Contact: Michael Schneider mdschnei@uiuc.edu

This slide will probably stay on the screen during the question period and will thus get the longest audience exposure—make it count!





- Consistent results, consistently above theory ee – tau controversy sill quite active Where things stand: summarized nicely considerably more "ee" type data on the way
- Systematics lowered again What was shown
- All g-2 data published



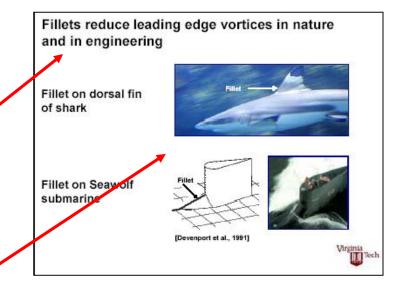
## Tips for preparing your talk (cont.)

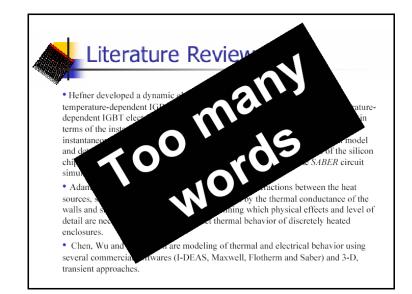
Have only 1 idea per slide

Use the header to state the main idea of the slide, and use the body of the slide to support that idea

Use well-labeled graphs and figures to illustrate your key points...this makes the slide more real and interesting to the audience

Avoid too much text....





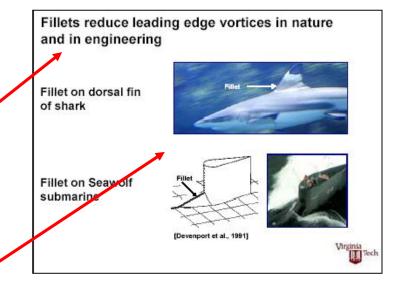
## Tips for preparing your talk (cont.)

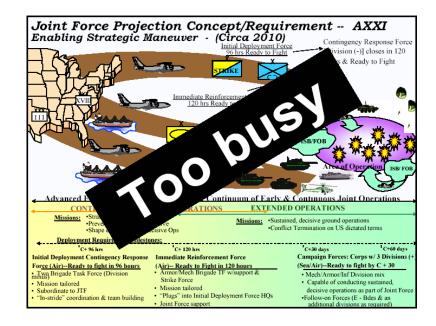
Have only 1 idea per slide

Use the header to state the main idea of the slide, and use the body of the slide to support that idea

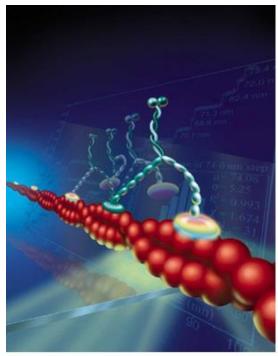
Use well-labeled graphs and figures to illustrate your key points...this makes the slide more real and interesting to the audience

....or too many distracting images





## Use figures to illustrate your key points



Myosin "walking" on actin Courtesy of P. Selvin

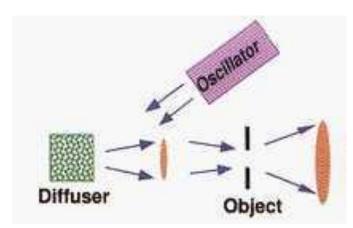
Figures:

- enliven slides
- promote audience interest
- provide supporting evidence for key points
- help explain complex ideas and relationships quickly
- show how things work, etc.

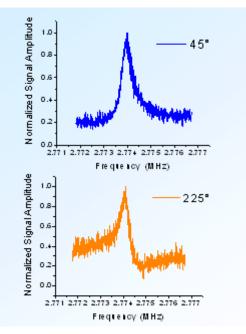


## Label all elements in a figure

- Point out important features
- Label both axes of graphs and show units
- Provide a brief caption
- Give credit to source



The Nike laser system uses discharge preamplifiers. (Courtesy US Navy)

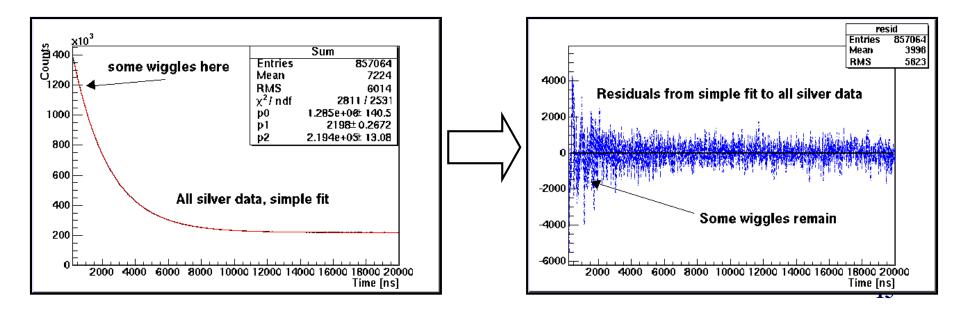


Sample normalized signals from the twobeam optical drive. (*Courtesy C. Michael*)



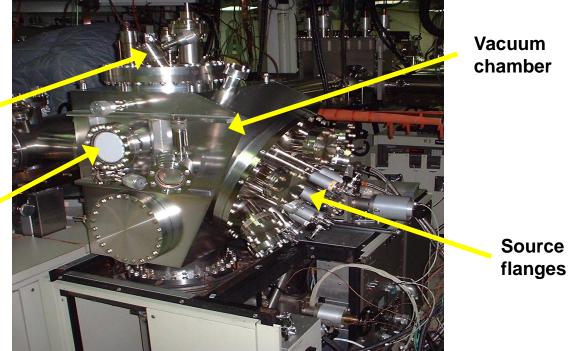
## Presenting data is your most important and challenging task

- Avoid copying a graph from a formal article they have a different style, e.g., labels are too small
- Use color and make lines thick, labels legible
- Label axes and annotate important points with arrows and add words
- Use tables sparingly if used highlight important parts



## Show the equipment IF it helps as part of your proof – but sparingly, not just because you love it

- Photographs give scale and reality but add labels
- Schematics provide concept
- Diagrams strip away unnecessary details
- ALL OF THESE can be useful in combination

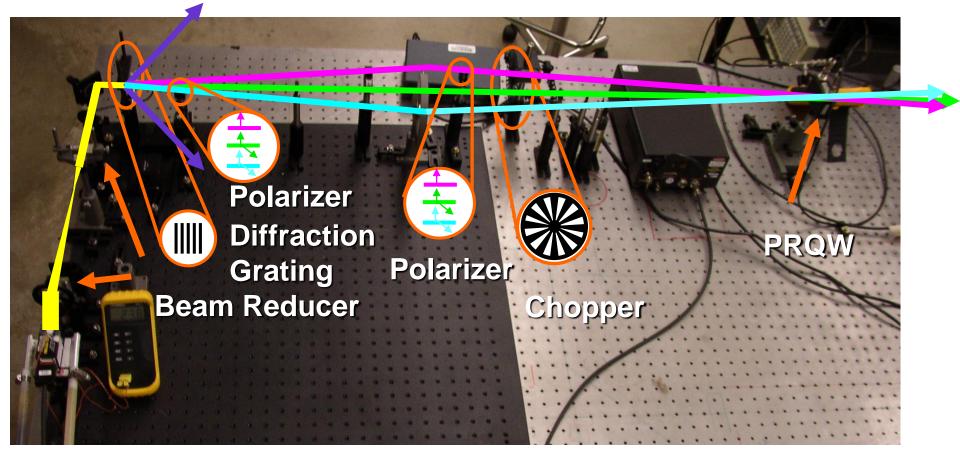


Mass spectrometer

**RHEED** screen

OK, but could be better

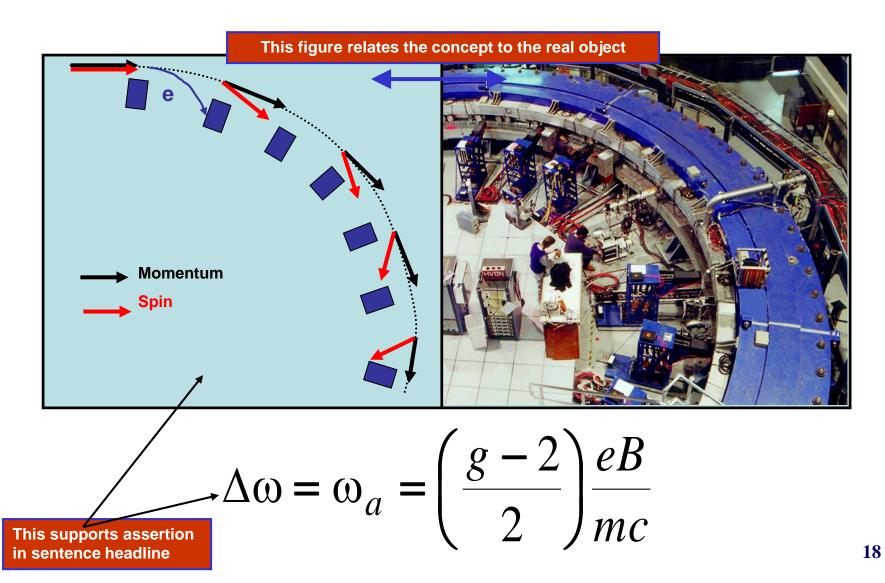
## **Experimental Apparatus**



Here we add detail to picture of the optical bench—much more useful

The title is the conclusion of this slide

## ${\pmb a}_\mu$ is proportional to the difference between the spin precession and the rotation rate



## **BNL Storage Ring**

Quads

incoming muons

#### Features:

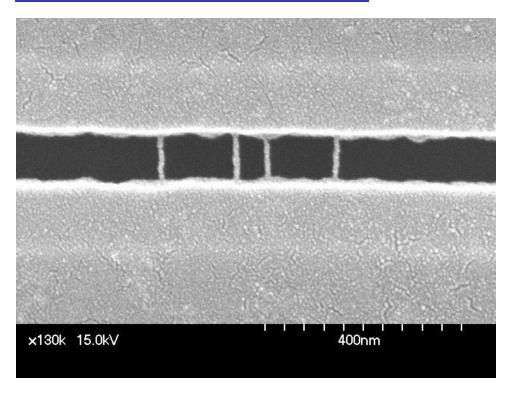
Blue/Black circles are part of the physics story

Diagram allows description of components that enter in the data analysis



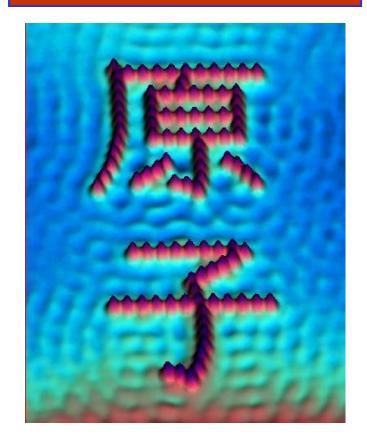
## Some more examples of data

#### A photograph, which reveals the detail



#### 10 nm wires: AuPd on DNA

A photograph, which reveals the detail

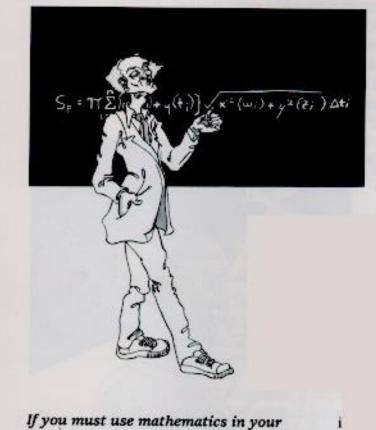


Make sure you provide something to show scale, and include a short caption to explain what the audience is looking at

## **Use equations sparingly**

Use equations only when necessary

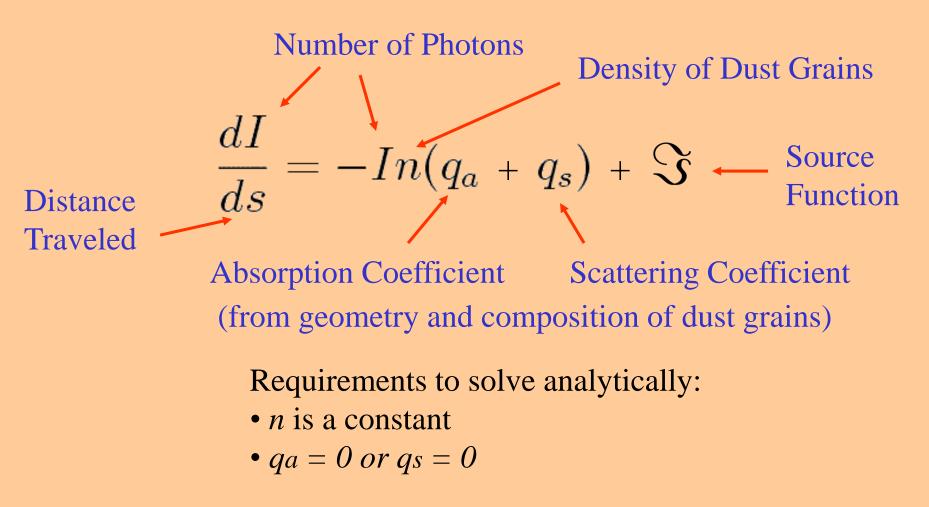
If you use equations Slow down Talk through step by step **Explain relevance** Combine with a picture that illustrates the physical principle involved



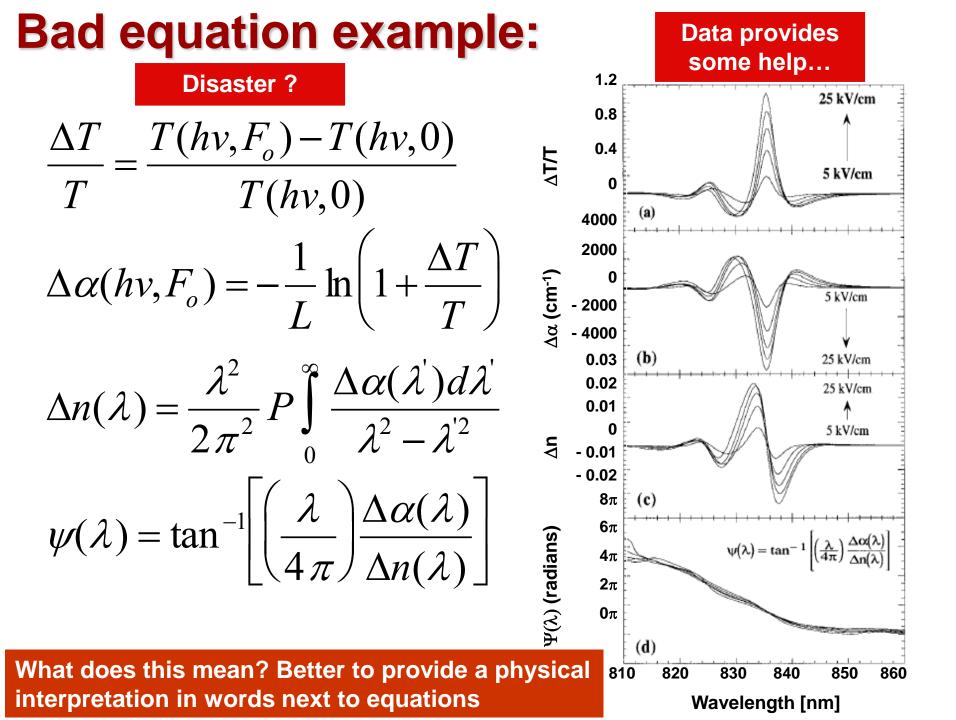
If you must use mathematics in your presentation, slow down, and talk the audience through each equation...



### **The Radiative Transfer Equation**



#### We want turbulent clouds. *n* is not a constant

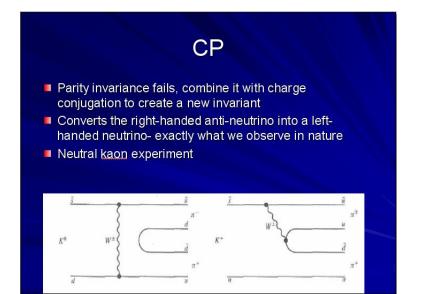


Remember, your goal is to convey your ideas, so avoid distracting text and effects!

Don't overuse PowerPoint animations and sounds!

Make sure there is good contrast between text and background

Use simple (or no) backgrounds on slides







## USE THE SAME FONT THROUGHOUT THE TALK

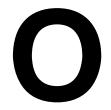
Make all text at least 20 pt



25

## **Use San Serif Fonts**

#### Use San Aarif font (e.g., Ariel)



Not Sarif font (e.g., Times New Roman)

Skinny parts disappear when projected

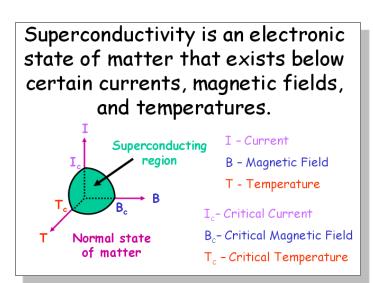
## Use "normal" colors

DON'T use red/green or red/blue as contrasting colors

Make sure colors looks the way you expect using an LCD projector!

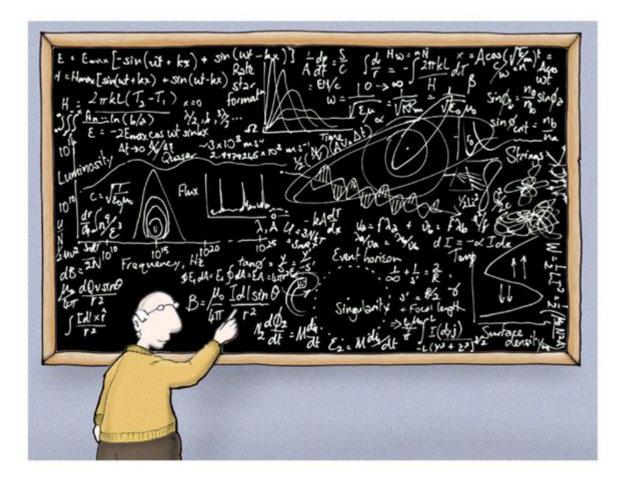
Avoid neon colors and pastels

Don't use many random colors; people expect color to *mean* something





### Tips for giving a scientific presentation





Astrophysics made simple

## Pointers for giving the best possible talk:

## Maintain eye contact with audience

Don't stare at screen or monitor

Do not read your talk!

#### Avoid nervous mannerisms Pacing, bobbing, waving arms, jingling coins

#### Use laser pointer or stick directed at screen Don't point directly at overhead on projector Don't block the screen

#### Train yourself to speak slowly and distinctly practice!

Avoid "fillers": "uh", "like", "um", "okay"

#### **Be enthusiastic!**

If you don't act excited by your results, don't expect the audience to be!



### Pointers for giving the best possible talk:

Don't show any material on slides (e.g., figures, equations, text, etc.) you can't explain!!

#### Rehearse how you'll end your talk

- Don't end with "Well, I guess
  - that's it..."
- Don't just stop and let the committee guess that you're done
- Thank the audience!



## The best way to prepare for a talk is to <u>Know Your Material</u>

**Practice, practice, practice** 

Focus on communicating, not performing

Humor is good, but don't overdo it

Keep it simple

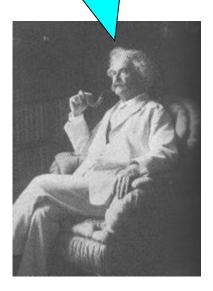
#### **Prepare key phrases**

It's okay to write out material first Write the key point to make for each slide If the slide doesn't have a point, eliminate it!!!

#### **Stay on track**

Small (planned) digressions fine if motivated, but get back on track (shows you are paying attention to audience)

It takes three weeks to prepare a good ad-lib speech





## More advice...

#### Bring a copy of your slides if giving a PowerPoint talk

- this will help you practice
- you can distribute these to interested people

Make appropriate use of the screen:

don't underfill the screen, and don't put key information at the edges of the screen.



## **Rehearse Your Talk!**

### A few days before

Practice in front of friends and check timing Rehearse likely questions Solicit feedback about logic and clarity Revise (*shorten*)

### The night before

Go over one more time Put all materials *in order* (number your slides!)



Prof. Per Ahlberg delivering the Presentation Speech for the 2001 Nobel Prize in Chemistry at the Stockholm Concert Hall.

## Check everything just before your talk

## **Check the projector**

Make sure you know how to turn it on See that it is plugged in Check which way to position your slides Adjust the focus

## Check microphones, pointer, other tools

## Arrange your slides, notes, and other materials

Be able to reach everything without moving Be able to go through your slides without fumbling

Have a watch handy to check the time



## **"Stage Fright"? Be Prepared!**

#### Know your subject thoroughly

- Practice in a big room in front of real people Have all your materials in order
- Arrive early
- Familiarize yourself with the equipment

# Ask a friend to sit in the middle of the audience and speak primarily to him or her

Tell him to look interested and nod frequently Ask her to smile and nod encouragingly whenever she catches your eye



- For Talks To an Inexpert Audience:
  - Do not use slang or 'laboratory' terms
  - Choose the simplest word
  - Don't use acronyms
  - Speak slowly and distinctly
  - Present less information than in a talk to an "expert" audience, go into more detail.



## Handling questions is an essential part of giving a talk

## As part of preparing your talk, try to anticipate questions you might get

In each slide, try to identify what the weak points are, what questions you might ask, etc.

## Be prepared to repeat simple derivations of equations or estimates presented on your slides

#### If you don't know the answer?

Say "That's an excellent question. I'm not sure; I'll have to look into it" or "Let's talk about it afterward"



## **Express your thanks**

#### At the beginning of your talk

Acknowledge colleagues and collaborators who contributed to the work

#### At the end of the talk

Thank your committee for their attention



