Oral presentations – Recommendations

Recommendations by the Programme and Science Committee (PSC)

Thank you for agreeing to make a presentation at the EMS&ECAC 2014 in Prague.

PROGRAMME AND SCIENCE COMMITTEE

16 May 2014

In the following you will find recommendations related to

… Before you start
… Preparing the slides
… Preparing the presentation

Before you start …

Consider the following questions:

- **What is the goal of your presentation?**
  … present new results, present open questions, new issues, instigate new research, collaboration, ...

- **What is the background of people in the audience?**

- **What are the interests of people coming to the presentation?**

Preparing the slides

- **Structure your presentation**
  … overview ━ clear sections ━ concise summary and/or conclusions

- **Use a title for each slide, indicate the current section, indicate how many slides you are going to present on the top of the slide as the bottom may not be visible to all in a full room.**

- **Slides ideally support your presentation**

  ✋ A mistake often made: putting all text on the slides and read it out to the audience

- **Presentation slides should**

  o Have one message per slide, not five.

  o Not have too many graphics or plots.

  o Have fonts that are readable from the back of a lecture room (not smaller than 18pts).

  o Have a limited number of colours, fonts, etc.

  o Avoid transition gimmicks.

- **Less can be more**

  o Do not use too many slides: for a 12 minute presentation the number of slides should not exceed 15.

Preparing the presentation

- **Plan for time in which you rehearse the presentation**

- **Time: your presentation time normally is 15 minutes**

  - Ideally 12 minutes should be used for the presentation and 3 minutes left for questions from the audience and discussion.

  - Make a concept: how many minutes do you envision to explain a specific slide?

    - 🖐 A mistake often made: half the time is spent on the introduction and background.

- **Be in the lecture room in time to upload your presentation to the computer**

  - An assistant will be present in the half hour before the session starts to assist you in uploading.

- **During the presentation**

  - Turn to the audience, not to the projection of the slides on the wall.

  - Look for eye-contact with the audience to grab attention.

  - Have something in your hands like a pen or the pointer. It prevents for putting your hands in your pocket or do funny things with it.

- **Question time**

  - Try to answer questions to the point.

  - If you do not understand the question ask the chair to help clarify.

  - No one can know everything: if you do not have an answer say so.

For software available on the computer and further technical details please consult

http://www.ems2014.eu/guidelines/author_guidelines_oral.html