Notes for Doing a Presentation

- Look at your audience
  - Eye contact – look at middle back rows
  - Background of your audiences: talk about what is GP/classification or not ?
- From the beginning: Stress on WHY it is important and interesting
  - Be confident, believe the story yourself
- Show some examples/demonstrations:
  - Problems
  - Results
- Have key messages,
  - Not trying to say everything
- Use different colours to catch attention
  - Not too many
  - Colour blind
- Figures and images high resolution
- Use figures/flowchart/diagram, not too wordy
  - If you are not native speaker, put key words in the slides
- Do not just screenshot your big tables
  - Put key conclusions
  - Use colours
  - Pick up one dataset/example
- Give references, links
- Speak
  - loudly, slowly,
  - emphasize key words
  - have breaks,
  - body language, stand still
  - reduce ennnn, aaa,,,
    - give yourself a break
  - find a way to handle stress:
    - tell your audience you are stressed
  -
- Prepare some questions and answers, backup slides
- Practice laser pointer
- Timing:
  - ~1 min per page
  - Key points: Time for Content
- Optimize every page:
  - Bigger font size
  - Page number
  - Not too many animation
  -
- Title slides: Dates, name, email address, affiliation, Logo, conference name
- Test the slides:
  - Video, audio, links,
  - Bring a USB
  - Prepare a pdf as a backup

- o Test your slides on the target machine, especially big ones.
- Last slide:
    - o Not only say "Thank you"
    - o Put your name, address
- Zoom:
    - o Multiple screens -> share the whole screen
    - o Do not use virtual machine
    - o Be there earlier