

Preparing and giving talks

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Preparation

- Fix the aim of the talk, who will listening? Make a draft of the talk. Concentrate on the main points. Do not expect too much knowledge from the people who are listening.
- Estimate whether your draft of your talk will keep the time limitation. Slide with many information need more time.
- The number of slides should be not larger than the number of minutes you can speak.
- Use no complete sentences, only keywords, on the slides. Use itemization.

Structure of the slides

- Slide 1: Titel of talk and the name of the presenter
- Slide 2: Very short list of content may be useful.
- Provide in the introduction clearly motivation and aim
- Provide at the end (1 slide) a summary.
- Last slide: A list of references which is only shown not commented.

Preparation of slides

- The size of letters should be large enough (20pt or better 24pt), including formulas and indices.
- Reduce text of a minimum: Rule of thumb: at most 7 words in one line and at most 7 lines.
- Keep enough space to the border.
- Use colors. However, some colors have problems in presentations.
- Use captions and legend for tables and figures.
- Use numbering of the slides.
- Be careful with the back ground (not too much colors)

Preparation of slides

- Be careful with animations. They should not distract from the content.
- If some slides appear at several places then they should be copied. Do not hop forward and backward in your slides.
- Use notes for yourself, maybe the printed talk with remarks.
- Store the talk as pdf.

Training the talk

- Train several times the talk by standing at the computer and speaking loudly the talk from the beginning until to the end. This is also done by speakers with much experience.
- Train during the talk the pointing with a mouse or presenter.
- If you realize that the talk is too long then you should shorten it.
- Have a plan what you can add if you finish too early.

Giving the talk

- Arrive in time so that you can check the technical equipment.
- If you change slides then check if the new slide is visible.
- Speak to the audience not to the wall or the computer. Speak loudly enough for the room.
- Time management: Check the time during the talk.
- It is helpful to learn the first sentence by heart.
- Plan a prominent last sentence.
- Otherwise, it is better to speak more freely.

Giving the talk

- It is helpful for the audience if a overview of the talk is presented at the beginning.
- The content of your talk is important and interesting! You express this with your speech. Don't say „Please excuse that ...“ or „I am sorry for ...“ or „this is a small contribution“ etc.
- If problems have appeared, present them as challenge or open problems.
- Speak clearly, use short sentences, use body language, stand up straight, smile.