

Guidelines for Saturday's presentation

- Time: 10-15 min (but no more than 15 min)
- Content: background and interests (both personal and academic)
- Describe an intellectual question that's interesting to you
 - Motivate the problem
 - Pose the question and place it in context
 - Methods used to solve and/or analyze the question
 - Solution (if known)
 - Consequences and applications

Grading of presentations

- You will not be graded on each individual presentation
- You will be graded on your overall efforts to improve your presentation skills

General presentation tips

- Provide guideposts for the audience (what you've done and where you're going)
- Have a story arc with a beginning, middle and end
- Avoid jargon and words that imply background that not everyone may have (obviously, clearly, etc)
- Act interested in what you're talking about, modulate your voice
- Don't be apologetic
- Stay on topic try not to get distracted by random questions or tangential issues
- Try to make eye contact and project your voice

- Don't be discouraged if it looks like people aren't paying attention (they usually are)
- Don't be upset if you don't understand or know how to answer a question. It can be helpful to rephrase the question.
- Try to avoid repetitive sounds. Don't be afraid of silence.
- Try to maintain a reasonable pace and stop for breath, drink of water every once in while.
- Try to avoid distracting habits (jiggling change or keys, clicking a pen, etc)
- Presentation etiquette varies between fields and even departments

Audience etiquette

- Avoid negative body language (reading a newspaper, surfing the web, etc)
- Recognize there is feedback between the audience and the speaker