Student Seminar

Guideline for the presentation

General

• Duration of your talk: approx. 30-35 minutes (a good scheduling is one of our learning targets).
• Explore the key items, omit details.
• Free speech (or learn by heart), slides are used to visually support your talk.
• Your talk should be clear and demonstrative (Examples and figures are better than formula, flow diagrams better than code, etc.), your talk should reach your audience.
• Talk and report require a different methodology!

Slides

• Make your slides easy to read: keywords instead of sentences, 20pt font, figures instead of text.
• Don’t put too much information on one slide. Expect 2 to 3 minutes per slide, don’t present too many slides.
• If you cannot avoid complex figures or tables distribute copies to the audience.
• Be careful with using animations. Restrict them to where they improve clarity.

Structure

• The first slide must contain title, name of presenter and the outline of the talk.
• Refer to the outline. This will help your audience to follow your ideas.
• Repeat your key ideas on the last slide (don’t worry for repetitions!)
Oral presentation

- Use short sentences. Get your point across.
- Avoid to be too technical. Don’t lose your audience!
- Keep in contact with your audience.
- Plan for omissions in the manuscript in case of problems with your schedule.
- Practice your talk (mirror, colleague, friend, cat) to get more confidence on the duration of your talk and to become more comfortable.