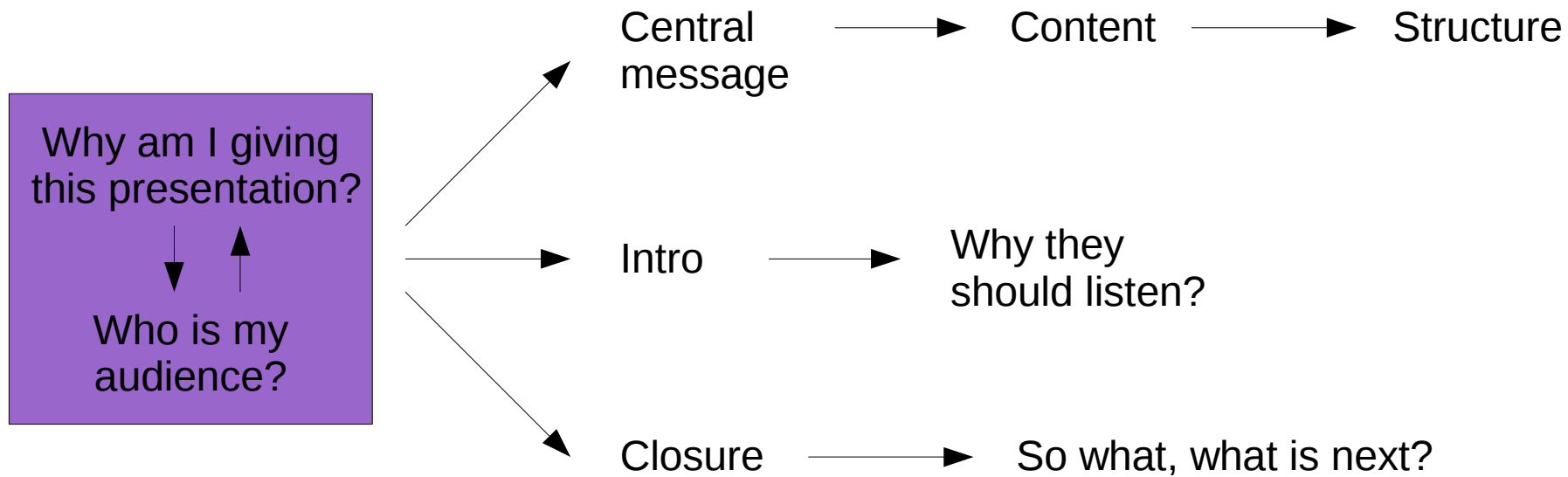


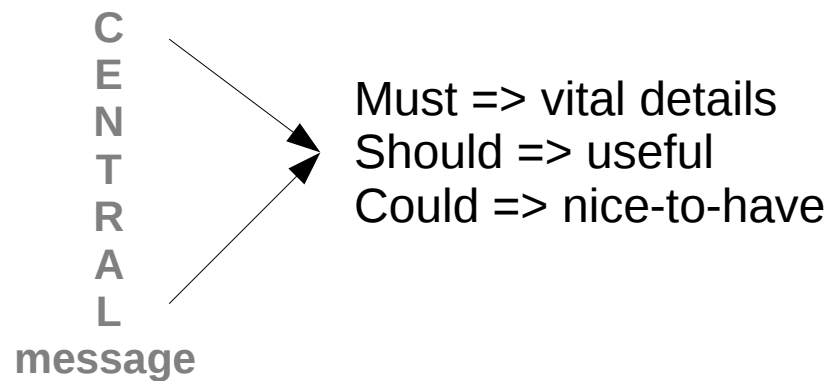
Presentation skills

Preparing



Overview

- Audience {*}: benefit for the people listening, is there someth. Interesting for my work? What are the worst questions?
- Structure of the presentation {**}
- Content: Central message



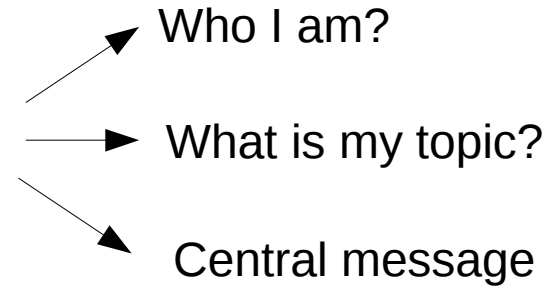
- {*} Audience to know: what is their profile?

- {**} Attention:

15% of the total time

Intro

100% attention from the audience



Body

various

15% of the total time

Closure

100% attention from the audience

1. Develop the core message:

- Gather, sort your material
- Formulate the core message

What could you say about the topic if you only had 20 seconds? =>

2. Formulate, prepare your intro

- Get your audience curious & interested
- Have something interactive in it
- Use the 100%-attention

- Visuals: they are there to support what one is saying = focus the people on what is to be said and on remembering. Questions: what does this slide say? If a slide is to be too complex, make 2 or 3 slides. **Less is more (LIM) = focus, highlight and remembering.**

!! Consider people and their cognitive limits: they need an introduction and a “capture” to the subject before throwing them into the scientific topic.

Body language

- Not recommended to look at the screen and turning the back to the public;
- Find what is comfortable for oneself and do this way;
- **Eye contact** is essential.

Speed of the presentation

Hard to follow someone who is running through the slides. Make very small pauses (ca. 10 sec) from time to time to allow the people to think of eventual questions. Get the attraction with changing the voice's strength.

Gender differences

Address both genders. Females tend to make themselves “smaller” when presenting.