Things to consider for PHYS 310 talks

- Audience
  - Physicists (for the most part), but not experts on your project.
  - You know more about what you actually did than everyone in the room.
  - Start at the beginning. Assume that no one in the audience knows anything about what you have been working on. Specifically, do *not* assume that anyone in the audience has attended any of the weekly oral reports.
- Length — Shoot for 10 minutes. (This will be seminar-style talk in which questions are welcome. This may add a bit of length to your planned talk.)
- Slide content
  - Slides are visual aids to your discussion of topic
  - Limit text; bulleted lists ok
  - Think carefully about equations: Why are you putting up any equations? What do you want to say about them?
  - No long derivations
  - Avoid whiz-bang special effects; they tend to be annoying.
  - Intro slides with detailed outlines are of limited value. If you focus on transitions between slides, talk structure will be obvious.
- Graphs
  - Identify axes; nature of plot (log-log, log-linear, etc.)
  - Point out interesting features. What do you learn from the graph?
- Face the audience, not the screen!
- Be aware of the room and its limitations; view slides from rear of room; know available technology.
- Carefully consider the number of slides you present
- **Practice out loud**

Hosting Responsibilities

- Pre-talk
  - Is the room open?
  - Technology requirements met?
  - Pointers available?
  - Do you know how to adjust the lighting to appropriate levels for the talk?
- Short introduction: Name of speaker, home institution, educational/professional background.
- During talk:
  - Make sure you have a seat at the front of the room.
  - Be prepared to deal with lighting issues for visibility of projected slides.
  - Be prepared to deal with issues like outside noise (shutting doors if necessary, or stepping outside of room to take care of things).
  - Time control. This isn't an issue for REU talks, but at conferences and in seminars with scheduled time-blocks the host must exert pressure to make sure the talk ends on time.
- Control Q&A:
  - Stand up at the end of the talk and select questions from audience. (You should remain standing throughout the Q&A.)
  - You should be ready to ask the first question if none are forthcoming from the audience (think ahead!).
  - Bring an end to the Q&A if it's going on too long.
  - At end of Q&A, invite the audience to thank speaker.