

# TALKS

March 24, 9:30 – 11:00 am: ?,?,?,?,?

March 24, ? 7:30 – 9:00 pm: ?,?,?,?,?

For questions: kvollmay@, 577-3109, 522-0120 (conference March 16-19)

**GOAL:** convey ideas and concepts to audience

- be clear (content, speech, slides)
- get your audience interested

**Preparation:** • know your subject (already with paper)

- prepare slides (see below)
- practice (aloud alone, with friend, time yourself, adjust slides and oral presentation)
- to be efficient with time, have talk slides and any demos all ready to be shown. For demos that means to have a file with commands, so that you can copy commands quickly. Do not use time on editing, compiling, and typing commands.

**Oral Presentation:** • speak clearly and loud enough

- right pace (speed, silence)
- conversational style (do not just read)
- vary intonation, stresses and pacing

**Non-Verbal (Body):** • use visual aid: slides (& demos)

- use pointer for slides
- eye contact
- facial expressions
- gestures
- posture
- breathing

**Slides (Content):** • start with asking yourself, what your main points are?

(This is probably the most difficult part of your whole talk.)

- Find out who your audience is.
- Use keywords which summarize your main points
- Write large enough.
- Use colors meaningful.
- outline & introduction & background & model & summary
- Repeat main points
- Make transitions clear (coherent thread)