

HGS-HIRe *for FAIR*

Helmholtz Graduate School for Hadron and Ion Research

**HGS-HIRe Summer Student
Program at GSI 2011**



Things to look out for in presentations:

- * Font
- * Alignment
- * Font sizes
- * Color
- * Too many plots on one page
- * Bad looking equations
- * Too much text
- * Bullet point style overused
- * Spelling errors
- * Logos on each page
- * Wrong proportions
- * Funny animations/sound

Things that need your attention before you present:

- * Why are you presenting?
- * Who are you presenting to?
- * When are you presenting?
- * Where are you presenting at?
- * What do you want to do with your audience?

Equipment that might break / things you might want to disable:

- * Beamer
- * Laptop
- * Presenter / Laser Pointer
- * USB stick

- * Disable your wireless before presenting
- * Check that no backup is scheduled at the presenting time
- * Disable Virus Scan
- * Disable everything that can pop up

<p>Why am I presenting? What is the purpose? What is my message?</p>	
<p>Who am I presenting to? Who are the key players in the audience? Who do I want to reach especially? What can I do to get my message to them?</p>	
<p>Where do I present? Is there anything special I need to know about the room? Is there anything special about the technical equipment they use?</p>	
<p>When do I present? Is there anything I need to consider about the attention of my audience (directly after/before lunch, directly after a stressful meeting)? Is there anything that might influence my performance on that day? Do I have enough time to set the room?</p>	
<p>What do I want to do to my audience? Do I want to educate/inform/entertain/challenge them? What does my audience want?</p>	

Things you can do to improve YOUR presentations:

- * Practice, practice, practice (yes, it looks funny; no, nobody has to see you!)
 - * Film yourself. (Noone needs to see the videos afterwards...)
 - * Warm up (do it in a toilet booth, chew gum, warm up your voice/tongue).
 - * Constantly learn, be aware what you can learn from good presenters (some resources at the end).
 - * Stage fright is good, it tells you that it is important what you do!
- * Most important: Have a message, be passionate about it and be yourself!**

Some resources:

- * N. Duarte, Slideology (design of slides)
- * N. Duarte, Resonate (slides and message delivery)
- * G. Reynolds, Presentation Zen (highly recommended)
- * G. Reynolds, Presentation Zen Design (slide design)
- * S. McConnon, Presenting with Power (useful tips)
- * www.ted.com (some of today's best speakers, giving talks about interesting topics, HIGHLY recommended!)