I. Vital Elements

- **Your main goal is to communicate**: If your audience understands your main points, gains new appreciation for them, and remembers them, then you've done your job. Period.

- **Follow the scientific method**: topic is well motivated, problem/hypothesis/question clearly defined, appropriate strategy/methods/data, logical results & interpretations, limitations acknowledged, conclusions well justified. Other scientists will believe what you say if it is backed by evidence, analysis, and logic.

- **Tell them what your going to tell them.**
- **Tell them**
- **Tell them what you’ve told them**

II. Mechanics of the Presentation

- **Hardware/software**: Know how to use the computer, projection equipment, and software
- **Image layout**: Keep 'em simple. Good size proportion between diagrams/illustrations, axis labels, and text. Use minimal text with simple, direct, active words.
- **Image appearance**: Use consistent style. Use tasteful colors for emphasis, distinction, and clarity; use transitions/animations sparingly to liven the presentation and primarily for emphasis and illustration.
- **Image content**: 1-3 points per image. Content to be absorbed in 1-3 minutes, if more is needed, add/build more using transitions. Use text and equations sparingly.
- **Timing**: Careful partition time between slides and different sections of talk. Stay within time limit!
- **Acknowledgements**: give credit to funding agencies and contributions of others.

III. Speaker Performance

- **Personal appearance**: neat, professional attire. Nothing extraordinary/distracting.
- **Body language**: Be open and confidence. Deliberate gesturing and eye contact adds to livelihood. Maintain clear line of sight to the screen. Smile.
- **Voice**: Speak loud enough (if you have a soft voice use a microphone), vary your tone (avoid monotone), enunciate, and don’t rush.
- **Speaker-audience rapport**: Make eye-contact with, speak to, and respond to the audience. Relate your work to the interests of your audience and credit people in your audience.
- **Language**: Use simple/common words (minimize jargon), accurate vocabulary, concise sentences (no wasted words or “hmm”, “errr”, “ehhhh”, non-words).
- **Use of pointer**: Point deliberately, steadily, and slowly. A shaky or wild pointer is distracting. Never point a laser into the audience. Point to and explain the axes of your diagrams.
- **Appropriate Humor**: relaxes audience, wakes people up, provides transition, emphasizes concepts
- **Attitude**: be yourself, be positive, show enthusiasm, and project confidence
- **Entertain**: Tell a story, share your thought process, entrain the audience into your journey, challenge them. A great talk takes an audience forward and often stimulates new questions.

**Tips in Answering questions**

- **Repeat the question**: emphasize positive/supportive questions, rephrase negative or non-supportive questions so that it rounds-out, complements, or helps understand your work

- **Don’t bluff**: Never fake an answer or give a wrong one. Its ok if you can’t think of an answer; just say, e.g., “That’s an interesting point, I’d like to discuss it with you later”

- **Answer the question**: Don’t try to try to imagine any hidden agenda’s by the questioner. Answer the question and then stop talking.

- **Be appreciative**: Smile, thank audience for their interest and participation.

  - **Practice.**
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