

How to Conduct a Presentation

Achieving an effective
technical-scientific
communication

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Outline

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Motivation

You will always be judged based on
WHAT you present,
but your audience will be biased by
HOW you present.

Before the Presentation

- WHY am I going to give a presentation?
- WHAT am I going to present?
 - The actual topic?
 - Yourself?
- WHO is going to listen to me?
- WHERE am I going to give my presentation?
- WHO ELSE is going to give a presentation?

Before the Presentation / 2

- Prepare your powerpoint file well beforehand
- Rehearse your presentation several times
- Check the duration and never exceed!
- Find the good and forget about the weak
- Believe in what you present
- Concentrate on the first 30 secs after the title is read

During the Presentation

- Be positive, enthusiastic, don't be sorry for anything
- Find your friends
- Do not offend your audience
- Act your talk
 - Both orally and using gesture
- Respect your slides
- Do not go overtime under any circumstances

After the Presentation

- Leave your contacts
- Look at your audience
- Be positive, humble
- Thank those who make questions
- In case of multiple questions from the same person, reply in order

Conclusions

- The success of your presentations starts days before
- Be positive against the talk and the audience
- Don't be shy

Your personality will be
remembered more than the
contents of your talk