

How to Conduct a Presentation

(achieving an efficient technical/scientific communication)

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Credits: 3

Outline

- Motivation
 - Before
 - During
 - After
 - Conclusions
-

Motivation

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

Before

- Why?
 - What?
 - Who?
 - Who else?
 - Where?
 - How?
-

Before / 2

- Prepare the slide set days before

Before / 2

- Prepare the slide set days before
 - Rehearse the presentation several times
-

Before / 2

- Prepare the slide set days before
 - Rehearse the presentation several times
 - Duration!
-

Before / 2

- Prepare the slide set days before
 - Rehearse the presentation several times
 - Duration!
 - Find the goods, forget the bad
-

Before / 2

- Prepare the slide set days before
 - Rehearse the presentation several times
 - Duration!
 - Find the goods, forget the bad
 - Focus on the first 5%
-

During

- Be positive

During

- Be positive
 - Don't be sorry
-

During

- Be positive
 - Don't be sorry
 - Find your friends
-

During

- Be positive
 - Don't be sorry
 - Find your friends
 - Do not offend
-

During

- Be positive
 - Don't be sorry
 - Find your friends
 - Do not offend
 - Be humble
-

During

- Be positive
 - Don't be sorry
 - Find your friends
 - Do not offend
 - Be humble
 - Act your talk
-

During

- Be positive
 - Don't be sorry
 - Find your friends
 - Do not offend
 - Be humble
 - Act your talk
 - Respect your slides
-

During

- Be positive
 - Don't be sorry
 - Find your friends
 - Do not offend
 - Be humble
 - Act your talk
 - Respect your slides
 - Don't go overtime!
-

After

- Contacts

After

- Contacts
 - Look at your audience
-

After

- Contacts
 - Look at your audience
 - Be positive
-

After

- Contacts
 - Look at your audience
 - Be positive
 - Be humble
-

After

- Contacts
 - Look at your audience
 - Be positive
 - Be humble
 - Do not interrupt
-

After

- Contacts
 - Look at your audience
 - Be positive
 - Be humble
 - Do not interrupt
 - Thank those who make questions
-

After

- Contacts
 - Look at your audience
 - Be positive
 - Be humble
 - Do not interrupt
 - Thank those who make questions
 - Think!
-

After

- Contacts
 - Look at your audience
 - Be positive
 - Be humble
 - Do not interrupt
 - Thank those who make questions
 - Think!
 - Reply in order
-

Conclusions

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

**Your personality
will be remembered more
than your talk**
