Tips and Tricks on how to prepare effective presentations & speak with impact

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UKUAEWi



Slide 3/18 — A. Cardillo — 28/07/16



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With high numbers of postdocs emerging from universities, prospective PhD students must be prepared for the fact that they will probably not end up with a career in research.

03 September 2014



When is a scientist not a scientist? To many people in the wider world, anyone with a PhD in nuclear physics or molecular genetics would probably still earn the moniker — whether they work as a researcher in an low League laboratory or as a full-time television presenter. To those on the inside



Slide 4/18 — A. Cardillo — 28/07/16

No Pain No Gain



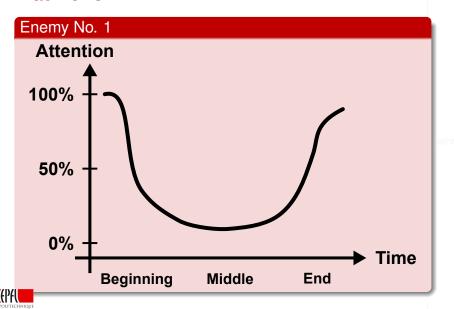
- 18 minutes
- ▲ 8 seconds
- ♦ 3 ± 1
- **★** 47%
- beginning/end
- **.** 1:40



- 18 minutes
- ▲ 8 seconds
- ♦ 3 ± 1
- **★** 47%
- beginning/end
- **.** 1:40

- Attention span
- ▲ Time to "read" a slide
- No. of things people remember
- ★ % of recall after 24h
- The only things that people remember
- Ratio time of delivery vs. time of preparation





Enemy No. 2

So what? (Embé?)



What are we going to talk about?

- A (very) brief introduction.
- ★ Part 1: Preparing your presentation.
- ★ Part 2: Structuring your contents.
- ★ Part 3: Delivering your presentation.
 - Take home messages
 - Questions



Part I

Preparing your presentation



EPFL LAUSANNE

Pre-processing phase

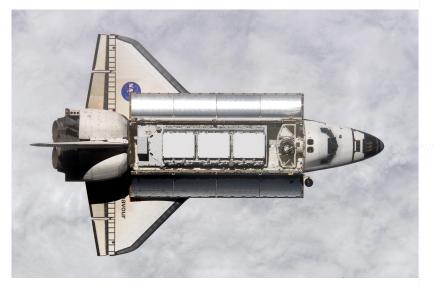
- Gathering of materials.
- Collect spare ideas.



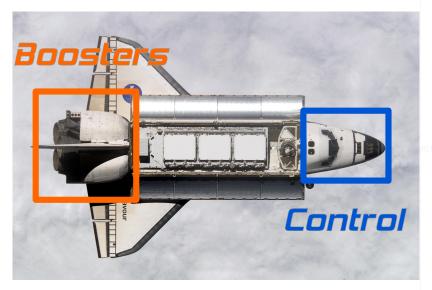


Audience/Environment

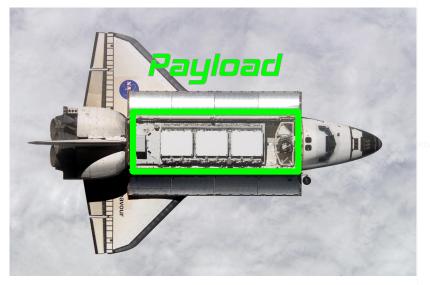
- Persona
- Environment
- Time (for real)





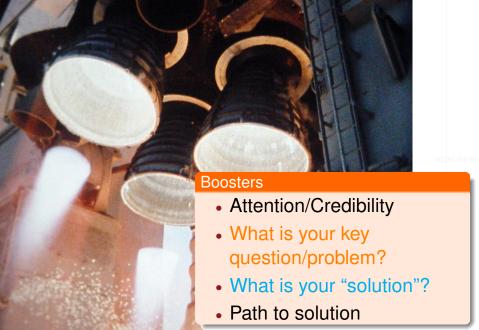








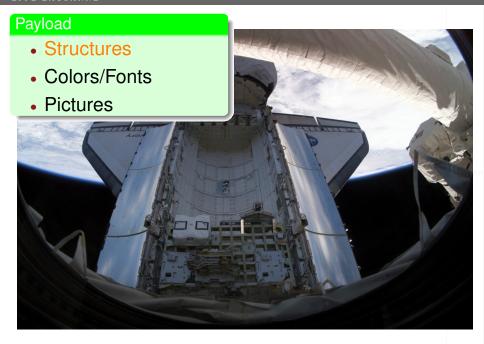
"There are two golden rules for an orchestra: start together and finish together. The public doesn't give a damn what goes on in between." Sir Thomas Beecham



Control

- Morale
- Link to action
- Questions





Part II

Structuring your contents



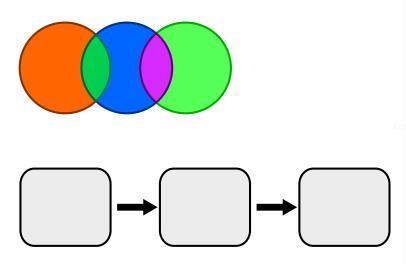




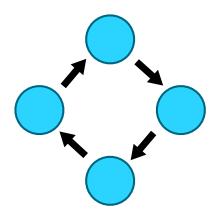
Set 1

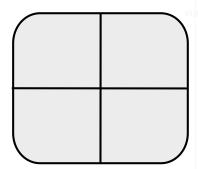
Set 2





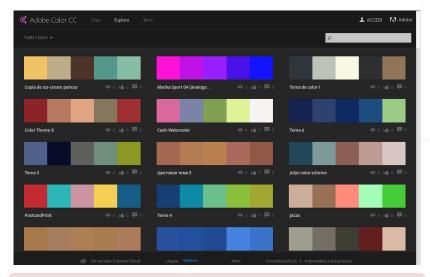








Colors & Fonts



https://color.adobe.com/it/explore/newest/

Colors & Fonts



M Adobe Edge Web Fonts

Click on any paragraph to edit the text, using the above panel to select new typefaces and adjust typographic settings. • The quick brown fox jumps over the lazy dog. Foxy parsons quiz and cojole the lovably dim wiki-qiir. Watch "Jeopardy!". Alex Trebek's fun TV quiz game. How razorback-jumping frogs can level six piqued gymnasts! All questions asked by five watched experts — amaze the judge.

Web Safe fonts

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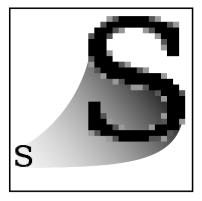
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https://www.typetester.org/

Figures

"A picture is worth a thousand words"

Figures







Vector .svg

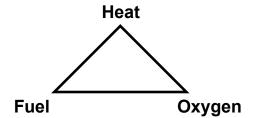
Figures



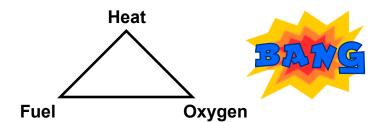
Part III

Delivering your presentation

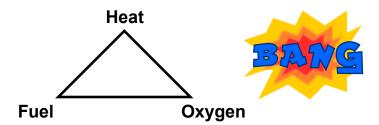


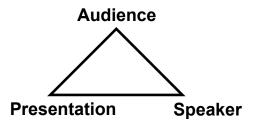




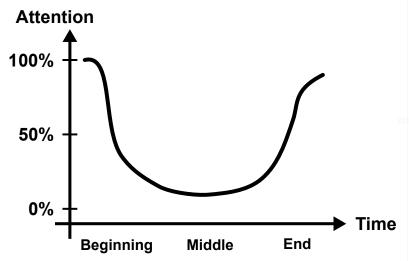














Slide 13/18 — A. Cardillo — 28/07/16

Opening & Closure

Dos

- Make a question
- Shock/Bad news
- Make a promise
- Tell a story/some facts
- Quote someone known to the audience

Don'ts:

- Use a joke (be careful)
- Apologize
- Jump-in



Opening & Closure

Dos

- Summarize
- Use the rule of three
- Use a circular closure
- Future developments
- "Drive" questions

Don'ts:

- Overshoot the time you promised to use to conclude
- Throw new piece of information
- Say anything complex

Question:

Body Language

Voice

Words

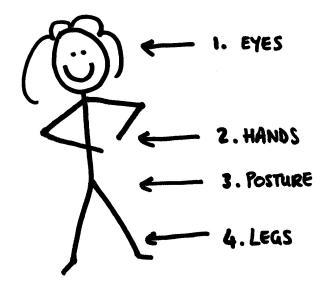


Question:

Body Language 55% Voice 38%

Words 7%











Part IV

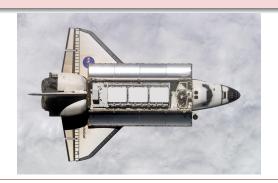
Take home messages



Summing up . . .

Take home messages

 We have seen how to prepare our presentation in a more effective way.





Summing up . . .

Take home messages

- We have seen how to prepare our presentation in a more effective way.
- We have seen how to structure your contents.



Summing up ...

Take home messages

- We have seen how to prepare our presentation in a more effective way.
- We have seen how to structure your contents.
- We have seen how to deliver a presentation and the importance of good opening and closure.



If you know the enemy and know yourself, you need not fear the result of a hundred battles.

If you know yourself but not the enemy, for every victory gained you will also suffer a defeat.

If you know neither the enemy nor yourself, you will succumb in every battle.

(Sun Tzu - The art of war)



"Only the audience get to decide whether your presentation was a success or a failure. If you thought you were poor but the audience thought you were great – then you were great. If you thought you did well but the audience thought you sucked – then you sucked!" *Anonymous*

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Bibliography

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