27th EES Symposium - April 22, 2022

Podium Presentation Guidelines

Presentation Duration: 15 min, allow 5 min for questions and transition to the following speaker.

E-mail your presentation: Please save your presentation in powerpoint and email it to: EES Symposium <ees.symposium.uiuc@gmail.com> by **April 21st, 5:00 pm the latest.** Please, do not send the link to a document on the cloud. We would like your presentation to be accessible, even if the internet goes down for a bit.

For an effective presentation:

- **Think of your audience**: Think that EES is transdisciplinary. There will be people among your audience who (for example) won't know some special terms or acronyms commonly used in your area of research. These terms and acronyms need be explained. Also, think about how much information a person can really absorb during 15 min. Each slide should convey no more than one or two major concepts or ideas. Don't put too much information on any one slide and avoid large amounts of text. Make your slides simple and uncluttered. Use graphs, maps and pictures. All graph labels need to be readable from a distance. Avoid dark backgrounds, they are tiring for some eyes and some projectors might distort the colors.
- **Think about the goals of your presentation**: What is that you really want to share, communicate, teach? Think carefully about the goal or purpose of your talk. Make your presentation focused on top 1-3 main points.
    - **Introduction**: Use a few sentences or graphs to summarize the questions guiding this part of your research and what you have prepared to present. For a 15 min presentation, it is better to focus on one aspect of your research.
    - **Background**: Provide the most important information so that your audience can understand your presentation (define special terms, explain key concepts, what we know and what is still missing) and appreciate your contribution. Make it clear for your audience why your research is important and for whom.
    - **Methods**: Describe the methods used in the study in a simple way. Graphs and flowcharts that are not cluttered and readable from a distance work well. Explain what data you collect, how you collect them and what you do to ensure your data are valid.
    - **Results**: Present the most important results, the ones that support a breakthrough. But, if you are early in your research, no need to despair, it is fine to present data that have been useful in guiding your next steps, such as improving your experimental apparatus or your workflow. Do not compromise your great results with bad graph quality. Charts and graphs must be uncluttered. Use big enough font for axis labels and values. Legends must be visible, too.
    - **Discussion**: Discuss the implications/importance of the results and maybe next steps.
- **Preparation:**
    - The better you understand your research field the better presentations you give.
    - Practice – Practice – Practice! Many times! by yourself in front of a mirror, with an audience of friends or family, in your sleep (well,... you get it, just practice). Know the sequence of your slides and the content of your slides, so that you do not need to read your slides. Work on your narrative, so that you give your presentation with confidence

and fluency, looking straight at your audience. Having developed a narrative to go along with your slides saves you from searching for the right word during the presentation. It also helps you time your presentation correctly.
    - Anticipate questions by the audience, so that you are prepared to answer them.
- **Questions time**: At the end of your presentation, it is time for the audience to ask questions. Some questions you will have anticipated and some you won't. There is no reason to fret. Research is about the things we do not know. The audience is there to learn something, get some new ideas. If they ask questions this means you got them curious or you gave them something to think about. Great job! If you have the answer, provide it. If you do not have the answer carry on the discussion about why this is a difficult one to answer or how you plan to answer it with your next experiment or project. Acknowledge the audience's interest and thank them if they bring up an interesting point.