Presentation Skills Training

Prof. Annela Seddon August 2023

Communicating Ideas – to persuade, inform, or entertain

Presentations

- Showcase your research findings or sell your ideas
- Rapid communication to an interested group
- Communication followed by discussion
- Conferences (formal research presentation)
- Job interviews
- Pitches
- Formal research talks as part of your course

Posters

- Summarize research concisely and attractively to help publicize it and initiate discussion
- Typically brief text with tables, graphs, pictures in large (A0/A1) format
- Generally presenter stands by poster to aid additional discussion

KNOW YOUR AUDIENCE

Good presentations and posters:



Interesting, inspiring, thought provoking, educational.

Poor presentations and posters:



Dull, off-putting, confusing, uninformative.

A good presentation or poster will:

- communicate the importance of what you want to say
- clearly state what you did, why you did it, why it's important
- prompt others to ask questions and give feedback

Tips for Good Presentations

What to know about presentations:

- Time-limited
- Unidirectional (audience can't go back)
- Speaker sets pace of delivery
- Audience are multi-tasking (looking and listening)
- Heavy reliance on visual communication

You are telling the audience a story, rather than them reading one. This means we need to think about the following:

- Narrative

 Introduction / motivation
 Information
 Analysis / discussion
 Summary / conclusions
- Who is your audience?
- Clear, precise communication (spoken rather than written)
- Quality of visual illustrations (figures, etc.)

Preparing your slides

- How long do you have?
- General rule (as a guide) have half the number of slides as you have minutes
- You need at least one minute per slide
- A strong narrative with one or two key points or results is key



Start to organize your talk by creating a slide deck of half the number of slides to minutes then give each slide a purpose.

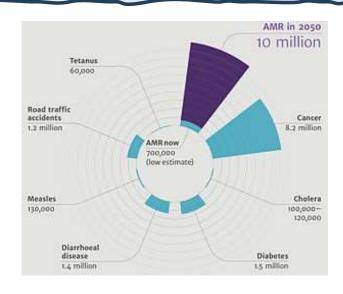
What should be on your slides?

Depends on your project, but you will need to cover

- Title
- Here's the big picture
- Here's what *I* am going to do
- Here's how *I* am going to do it
- Here's what I found and what it means
- Here's why you should care and what it means for the future
 - (Acknowledgements and Questions)

Setting the Scene

- Your introduction should give people an overview of the field enough that they can be introduced to what you will talk about
- Think about what will grab their attention what is the big picture?



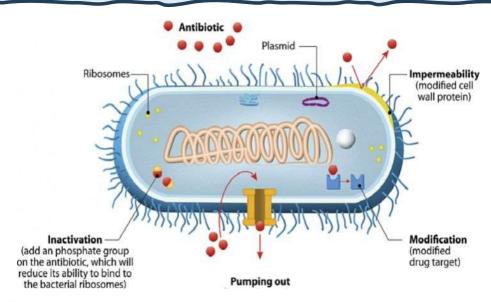
- Antimicrobial Resistance (AMR) is a global health concern
- If left untreated, by 2050 the number of deaths due to AMR is expected to rise to 10 million



Posing a question to the audience can be a good way of getting them engaged from the start

What is your project or pitch about?

- You then need to put your work / idea into the bigger picture context
- What has been done previously what are the unanswered questions? What will you do that is novel? Why should I care?



- There are a number of methods to kill bacteria
- However bacteria have evolved strategies to overcome these
- In this work we take a different approach



Try to make sure you can summarise your idea in ONE SENTENCE.

Outline what you've done or what your idea is

- Here's where you get to talk about your idea in more detail
- What techniques did you use, what question were you trying to answer?
- Remember this is not a chronological description—it's a story about your work or ideas and stories don't have to be told in the exact order that you did things



Start with key images / data – what are the minimum number of pictures you need to show to get your point across?

Show me the numbers!

- Never put up a huge table of numbers and apologise for it not being readable. If it's not readable, don't show it
- A couple of clear graphs and images say far more than text and tables can ever manage
- Try to use the highest resolution, simplest graphics you can
- Think about how you group images together
- Think about using schematics



If someone in your group has a flair for graphic design LET THEM DO THE SLIDES If you are not confident with graphics keep them simple

What does it all mean?

- Remember to refer back to your research question or your pitch idea (don't assume anyone has remembered what it is you said you were doing)
- Be explicit in your discussion no one in the audience will know the significance of your findings as well as you do
- Remember to say what you have found is important how does it link to the broader context
- Remember your narrative



Don't be afraid to use questions, things like "So what does it all mean?" "And what are the implications of this?"

What will I do next?

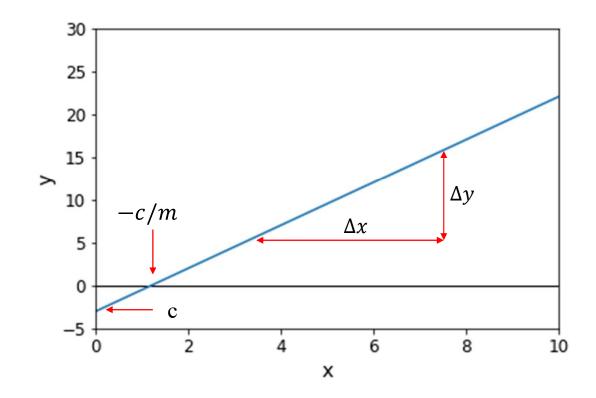
- A conclusion should summarise your findings
- But it should also point to what's next
- Leave the audience thinking about what you've said
- Hopefully leave them wanting you to win!



Maybe try restating the question you began with, or reminding the audience of a key fact.

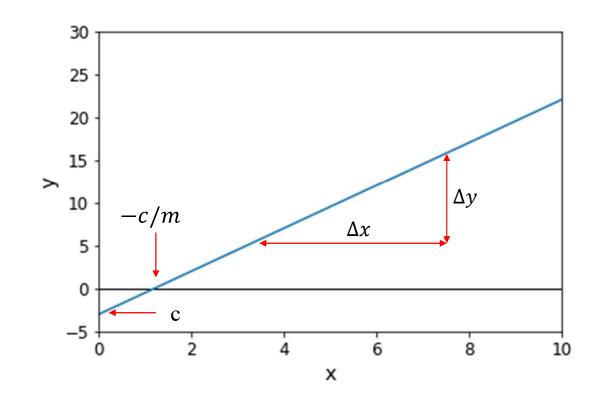
Your slide is not your script

- A straight line can be described by the equation: y = mx + c
- m represents the gradient of the line and c represents the intercept with the y axis
- the gradient can be determined from the ratio of the change in y, Δy for a corresponding change in x, Δx
- the x intercept can be determined as -c/m

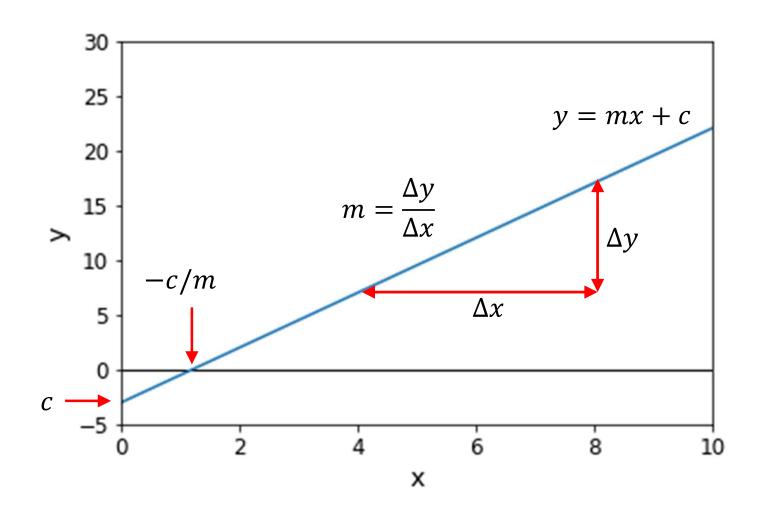


Your slide isn't even your summary notes

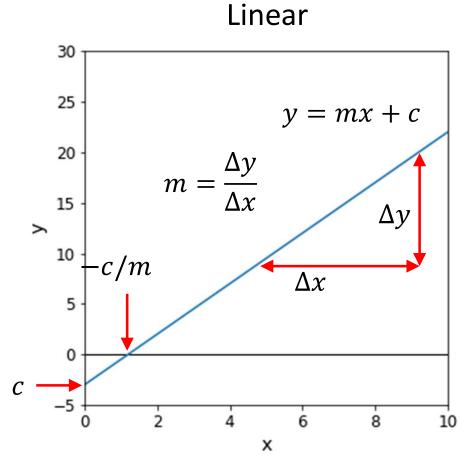
- Straight line: y = mx + c
- Gradient: $m = \frac{\Delta y}{\Delta x}$
- y axis intercept: c
- x axis -c/m



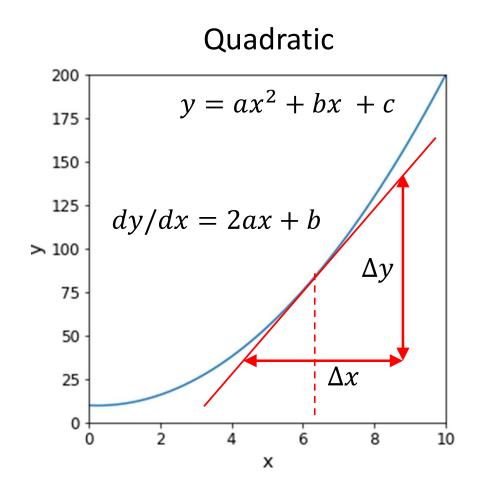
The audience listen and look, not listen and read



Don't try to cram too much into one slide

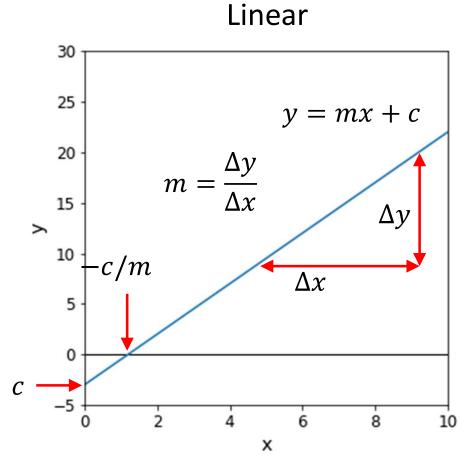


Constant gradient

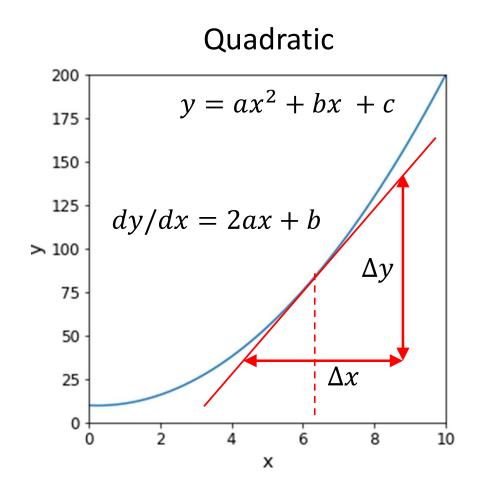


Continuous variation of gradient

Don't try to cram too much into one slide



Constant gradient



Continuous variation of gradient

Lots of prose-style text is not a good look:

A straight line plotted on a horizontal axis x and vertical axis y can be described by the equation: y = mx + c, where m represents the gradient of the line and c represents the intercept with the y axis. The gradient can be determined from the ratio of the change in y, Δy for a corresponding change in x, Δx . In this case the x intercept can be determined as -c/m.

Visual clarity

This is 32 point
This is 28 point
This is 24 point

This is 20 point

This is 18 point

This is 16 point. This is 16 point

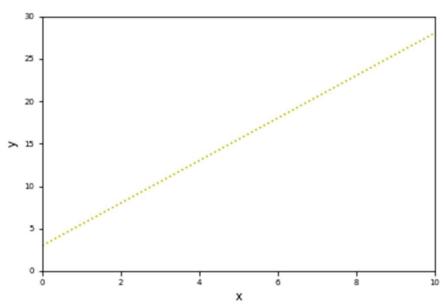
This is 14 point. This is 14 point

This is 12 point. This is 12 point

This is 10 point. This is 10 point. This is 10 point

Simple, sans-serif fonts are best
Serifed fonts are more distracting
"Amusing" fonts look terrible
ALL-CAPITALS ONLY INFREQUENTLY TO
MAKE A POINT

Choose sensible font / colours in diagrams



Use colour sparingly, for **emphasis**Some colours like yellow / green
can be very hard to see

As can low-contrast combinations

Bad things Powerpoint encourages

- Multi-level bullet point lists:
 - ➤ Are quite distracting:
 - o If you need them you probably have too much text
 - Yet people seem to love using them
 - √ I've really no idea why!
 - ➤ They can sometimes be useful
 - But avoid more than one indent level
 - Don't use wild mixtures of bullets

MORE BAD THINGS POWERPOINT ENCOURAGES

Avoid dodgy clipart and cheesy stock images!

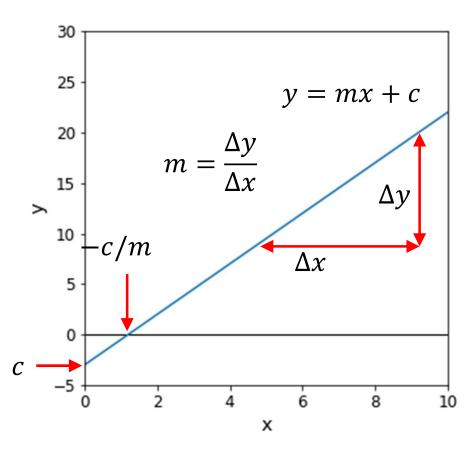




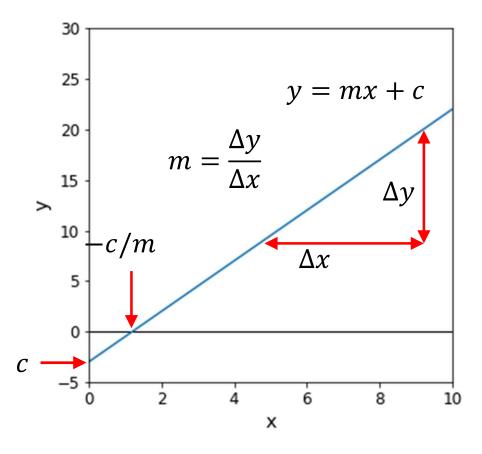
Most of the built-in themes are pretty terrible - keep it clean, simple and relevant!

Yet more Powerpoint horrors...

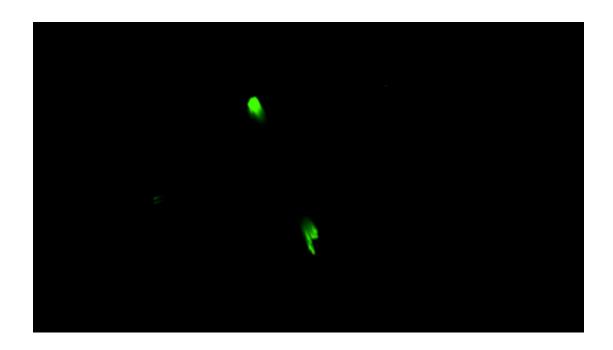
Building a slide in steps can be useful:



"Appear" is the only animation effect you should be using:



Video / animation can be useful if used correctly



Do include video / animation if it is relevant and illustrative (Protein crystallisation, Rui Cheng, BCFN THETA project presentation, April 2020).

Questions

- When you're preparing your presentation, think about what people might ask you
- If you don't know the answer DON'T MAKE SOMETHING UP instead say "that's really interesting, I hadn't considered that", or "that's something we'll be looking at in the future"
- Don't get defensive 99% of the people in the audience want you to do well and are asking things because they are interested. Ignore the 1% who are fond of the sound of their own voice

Presenting - Try to speak naturally

- Word-for-word scripting doesn't sound natural
- Use bullet-point notes as prompts for the points you want to make
- Memorise your opening sentence and know how you're going to get from one slide to the next
- Slides with too much text will encourage you to read the slide out this is very dull for your audience
- Ideally, don't use notes
- Practice you will remember what you want to say
- Getting "lost" in your notes confuses you and the audience



The only tip here is practice, practice, practice

Presenting

- Stand up straight, face the audience, smile, breathe...
- Try not to move around too much don't be rigid but moving a lot can be distracting, try to be natural
- Think about how fast you speak, how loud you speak
- If you're sharing the talk, think about the handover
- Bring energy to your talk, but don't go overboard (you're not a kids TV presenter...)
- Jokes are *very* hard to land well unless you are extremely confident (and you run the risk of offending people)
- Do NOT, under any circumstances, swear



Consider asking someone to video you doing a practice – do you have any obvious verbal or physical things you do that you can work on eliminating?

Body language

In person:

- Look at your audience, not down at your notes / computer
- Be animated point, make gestures, use laser pointer (don't overdo it)
- Address the screen the audience can see
- Watch out for physical tics / fidgeting!

• Online:

- Loose a lot of audience engagement
- Speak / look to the camera
- Use virtual laser pointer / mouse pointer

Other things to think about

- Visualising yourself giving a great presentation can be useful to relax you if this is something you find stressful
- Make sure you have multiple copies of your presentation in different formats and always try to set up the AV or load your talk and check it in plenty of time – particularly if you have videos or animations
- It gets easier with practice take every opportunity you can to give talks
- Even really seasoned academics get stage fright...

Summary

- Plan your talk with a clear narrative
- Give the audience context
- Watch your pace
- Pitch at the right level
- Clear, simple slides reliant on images
- Stand up straight, face the audience, use the microphone, speak clearly
- Try to avoid scripts and learn to make minimal use of notes
- Prepare for questions, and don't ever be afraid to say you don't know!
- Practice, practice and practice again!

Tips for Good Posters

Posters vs talks: similarities

- Narrative (a "story") is important how do sections link together?
- Sections: introduction / motivation, procedures, results, summary / conclusions. Can often be more creative in a poster.
- Avoid large blocks of text. More opportunity in a poster than a talk but you are not "sticking a paper on the wall"
- Data are almost always best presented graphically if possible. Tables, if used, should be small and simple.
- Readability is vital: font sizes, quality of graphics, etc. are important
- Audience: Who are you presenting to? What level should you pitch the material at?

Posters vs talks: differences

- Always present for your talk but not necessarily for your poster readers should be able to navigate it themselves.
- Narrative order is obvious in a talk (sequential in time). Needs more thought in a poster.
- More opportunity for in-depth Q+A. The poster isn't a script it usually initiates further discussion. Be prepared!
- Material can be examined more closely and all at once. Quality and consistency of presentation and layout become very obvious.
- Your audience probably want to be there (chose to come to your poster) but can also choose to leave!

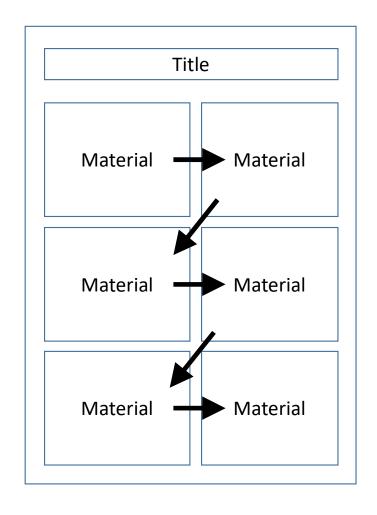
What should I put on my poster?

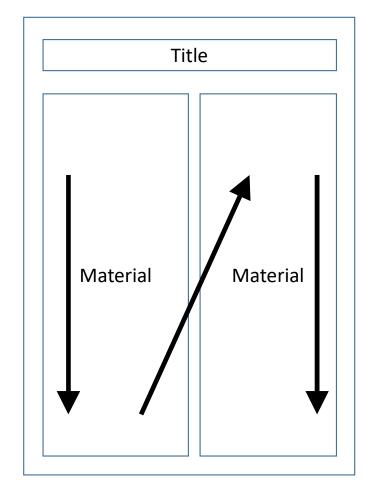
- Think about the following questions...
- How will I introduce why I am doing what I am doing?
 - What is the most important or interesting part?
- How can I visually share my research? Should I use charts, graphs, photos, images?
- What information might I want to convey when talking to people that complements my poster?

What makes a good poster

- Important information should be readable from about 2-3m away
- Title is short and draws interest
- Clear introduction / motivation and "pathway" through the poster
- Word count about 300 to 800 words with text clear and to the point
- Good contrast between text and background
- Sectioning: boxes, headlines bullets, numbering make it easy to read
- Effective use of graphics, colour and fonts
- Consistent and clean layout

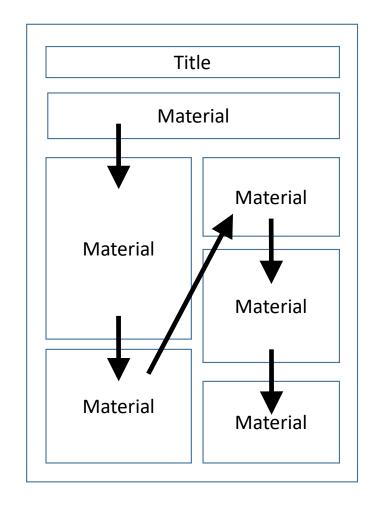
Narrative "pathway"

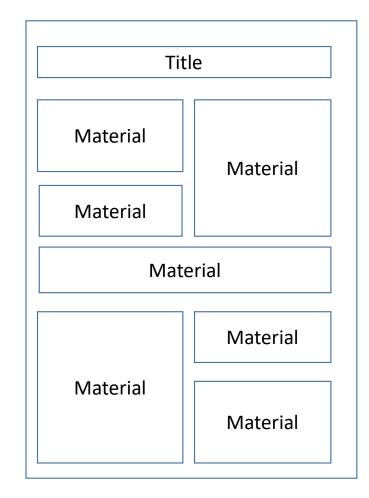




- Think about order in which the reader will process the material.
- What information needs to come earlier for later material to make sense?
- Layout is very important for this.

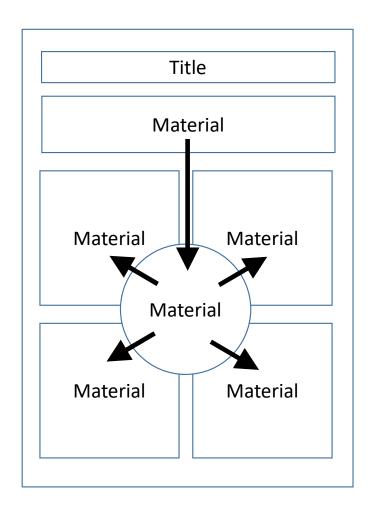
Narrative "pathway"





 More complex layouts can make this process confusing

Narrative "pathway"



• Be creative, but think about how your audience will navigate your poster.

What isn't a good poster?

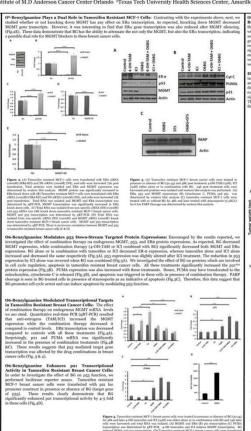


O⁶-Benzylguanine Inhibits Tamoxifen Resistant Breast Cancer Cell Growth and Resensitizes Breast Cancer Cells to Anti-Estrogen Therapy

Joshua Smith¹, George C Bobustuc¹, Rafael Madero-Visbal¹, Jimmie Colon¹, Beth Isley¹, Jonathan Ticku¹, Kalkunte S. Srivenugopal and Santhi Konduri¹



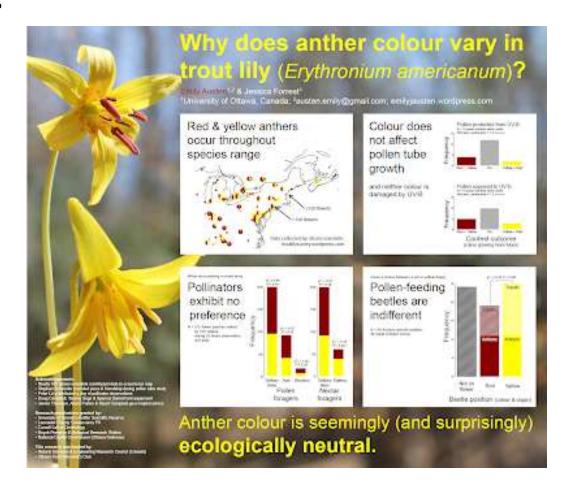




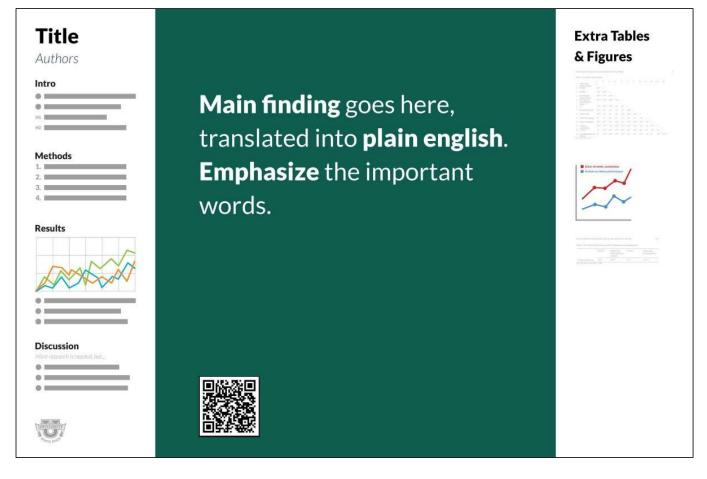
- Grey, grey, grey
- Text too small and too much
- Cramped
- Looks like someone has tried to take a paper and make it into a poster

Sometimes less is more...





Context and personal taste do play a big part...



"This video brilliantly and eloquently captures the inefficacy of the poster presentation. It's 2019 and the world changes at lightening speed. And yet, cardboard posters and awkward conversation are the BEST methods for sharing ideas and insight?!?" (comment: Paula Kay)

"This whole Instagram-a-fication of scientific posters movement is my least favorite science trend right now. It misses the entire point of scientific posters, which is to facilitate networking and scientific discussion." @CousinAmygdala

https://www.youtube.com/watch?v=1RwJbhkCA58

http://betterposters.blogspot.com/2019/04/critique-morrison-billboard-poster.html

Practicalities – print

- Title: approximately the entire width of the poster
- Main text broken into multiple columns or panels, but think about narrative order. Use section headings within these if necessary.
- Sans-serif fonts (rather than serifed) work best for posters, particularly for titles, subtitles, and headers. Arial is a good default, Garamond is also nice. Don't ever, EVER use Comic Sans.
- Adjust the font size depending on amount of text on your poster but think about readability.
- Use consistent formatting for headings, sub-headings, body text.
- Use a grid to keep all text aligned with each other and with figures

Practicalities – font sizes

• For guidance:

- •Title: 72-120 pt.
- •Subtitle: 48-80 pt.
- Section headers: 36-72 pt.
- Body text: 24-48 pt
- No text should be smaller than 18pt.

Practicalities - graphics

- Web images are low resolution (72 dpi) and are not proper quality for a printed poster. Limit image resolution to 150 dpi minimum to ensure printability.
- Images should be inserted directly into the layout, not linked from another program. Jpeg is preferred for photographs, tif, gif or (mainly) png for geometric graphics or if you require transparency.
- Do not use the default Excel chart settings on posters (or indeed ever). Consider using a decent graph package – e.g. Origin, or MatPlotLib if you're a Python user

University of BRISTOL

Practicalities – preparation

- DTP or page layout software is ideal (InDesign, Quark Express) but may not be available.
- Powerpoint adequate in most cases (most people use this). Graphical tools are painful in newer versions.
- Word processors are not really suitable.
- LaTeX can be used (beamer and beamerposter classes) but hard work unless you are an expert.
- Adobe Illustrator, Photoshop allow preparation of high-quality graphics.
- FOSS alternatives: LibreOffice Impress (for PowerPoint), Scribus (for InDesign), Inkscape and Gimp (for graphics).

Practicalities – PowerPoint posters

- Create your poster on ONE slide. The page size MUST be the print size

 set this before you start or you'll end up with a really low-quality
 print.
- To prevent cropping when printing, be sure you have a 1-inch margin around the edges of the poster.
- To set the page size go to Design > Slide Size > Custom Slide Size
- For A0 Portrait the dimensions are 84.1cm x 114.9cm
- Always check whether you are required to prepare portrait or landscape!

Practicalities – Printing

- Convert your poster to a pdf and print an A4 copy
- This will let you look at layout, colours, whether characters have been printed properly.
- You can also hand out A4 copies of your poster to people who are interested (if there's nothing on your poster that you consider to be information you wouldn't want to share in hard copy...)
- When printing, think about finish Gloss? Matt? Canvas?
- You'll want to think about a poster tube to store and transport it also
- Allow time for printing (and re-printing, just in case).
- www.bristol.ac.uk/print-services/posters-and-banners/

Summary

- Clarity of narrative
- Guide the reader through the poster in a way that they can do on their own
- Simple, clean, high resolution graphics, with minimal text
- Make sure text is readable from ~2m away
- You don't have to tell them *everything* start the discussion

Best of luck to all of you, enjoy it, have fun, and contact me if you have questions or concerns!