

Tips for Good Seminar Presentation

(Compiled based on class discussions in STA 690: Graduate Seminar)

Preparation

1. Attend some presentations by others and write a report on each of the presentations you attended. Pay extra attention to what impressed you and what did not. Share the report with your mentor.
2. Think of an important and interesting topic for your own presentation. It should be compatible with the level of the audience.
3. Before the presentation, try to familiarize yourself with the room, the computer system, laser pointers etc.

Organization

1. Title- should not be too long and should not contain acronyms that many people may not be familiar with. It should provide a glimpse into your presentation in a short sentence.
2. Your name, affiliation and position, email address
3. Outline
4. Main body of the presentation. Do not make the slides too crowded. Make the first couple of slides fairly easy. It will help ease the early nervousness.
5. Conclusions

Delivery Style

1. Say a few words to thank the organizers for the opportunity to make a presentation.
2. Use computer presentation
3. Do not use too many colors or too much technology. Generally three colors are ideal
4. Use graphs and illustrations
5. Maintain a level of professionalism. Do not try to be too informal.
6. Do not stretch the presentation beyond the allotted time.
7. Allow audience time to ask questions. In fact you should invite questions.

Mannerism

1. Dress professionally
2. Do not use lazy posture
3. Maintain eye contact with all sections of the audience
4. Do not show irritation with any question from the audience. Remain polite.
5. If you do not know the answer to a question, do not try to pretend that you know it. Say something like "I have not thought about it".