Some Guidelines on Oral Presentation

Front Works

- Contents- background materials; motivation of the study; main idea; demonstration; conclusion and future research directions
- Literature search $\rightarrow$ research $\rightarrow$ simulations/experiment
- Know your audiences
- Number of slides vs. time allocated
- Dress code
- Spell check
- Make sure all equipment function properly
Preparing the Slides

- Simple slide design with big font sizes and less wordings
- Use graphics, pictures, movies, tables and charts as far as you can justified
- Use bullet to itemize the processes
- Typeset mathematical equations
- Typeset all presentation materials (use graphic package and equation editor/MathType)
- Use a larger font size in mathematical equations
- Avoid flipping slides around

During the Presentation

- Maintain eye contacts (not your slides)
- Position your stand (watch out blind spot)
- Do not speak too fast (too much material and too little time)
- Speak slowly in the beginning
- Watch your language
- Time management
- Speak loudly and clearly
- Use proper hand/body gesture
- Be aware of your mannerism
- Stay focus on the topic
Q&A Sessions

- Answer questions pointly and precisely
- Defer more involving question answered after the talk
- Ask to repeat the questions for awareness