Presentation Goals:

• Get your idea across
• Look good doing it
Presentation Goals:

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Today I’ll give you guidelines for doing this!
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Based on
• Trees, Maps, and Theorems by Jean-Luc Doumont
• Universal design for learning principles
Outline

1. Plan
2. Structure
3. Create slides
4. Present
Planning Your Talk

• Audience?
• Why should they care?
Planning Your Talk

- Audience?
- Why should they care?

Examples:
General Audience
Quantum Company
Quantum scientists
Exercise

• Audience?
• Why should they care?
  ➢ What question does your work address that the audience cares about?
Outline

1. Plan
2. Structure
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4. Present
Structuring Your Talk

First, focus on your audience
Introduce yourself in the task

Attention getter
Need
Task
Main message
Preview

Point 1
Transition
Point 2
Transition

Review
Conclusion
Close

A way to lead the audience to the need efficiently
A difference between actual and desired situations
What I decided/was asked to do to address the need
The one sentence I want my audience to remember
A map of the body (ideally three points, max. five)

A recap of the body, leading into the conclusion
What the above means to the audience in the end
A way to end the presentation clearly and elegantly
Structuring Your Talk

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Point 1

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Point 2

Transition

Focus again on your audience

Review

Conclusion

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## Structuring Your Talk

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### Attention getter
- **Need**
- **Task**
- **Main message**
- **Preview**

### Point 1
- **Transition**
- **Point 2**
- **Transition**

### Review
- **Conclusion**
- **Close**

---

A way to lead the audience to the need efficiently

A difference between actual and desired situations

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---

### Aim for 3 main points.

### Have more points? Use subpoints

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Think this through before making slides!
Exercise

• Come up with an attention getter for your talk
Outline

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Content Guidelines

- 1 idea per slide

10 Public Speaking Tips

1. Choose your speech and practice it.
2. Never make excuses.
3. Make eye contact with audience.
4. Share an emotional story or experience.
5. Smile at your audience.
6. Narrate a surprising fact or an unusual analogy.
7. Add visual aids to make your speech interesting.
8. Don't speak too fast.
9. Respect your audience's time and end on time.
10. Thank the audience when you're done.
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Content Guidelines

- Meaning should be clear at a glance

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

THE BEST THESIS DEFENSE IS A GOOD THESIS OFFENSE.

xkcd.com
Content Guidelines

• Connect to main message

Following these guidelines to:
• Get your idea across
• Look good doing it
Style Guidelines

• To maximize accessibility:
  o Sans-serif
  o 24+ font
  o White on black
Outline

1. Plan
2. Structure
3. Create slides
4. Present
Presenting Guidelines

• To maximize accessibility:
  o Use a microphone.
Presenting Guidelines

• To maximize accessibility:
  o Use a microphone.
  o No laser pointer
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Presenting Guidelines

• To maximize understanding:
  o Communicate the same idea multiple ways.
Presenting Guidelines

• To maximize understanding:
  o Communicate the same idea multiple ways.
  o Use tone/volume/speed of voice
Presenting Guidelines

• To minimize distraction:
  o Do not walk around
Outline

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