



# How to Do a Science Forum Presentation

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# Introduction

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- In **this** presentation you'll learn how to do a presentation
- We'll address
  - Planning
  - Organizing
  - Preparing
  - Presenting
- We'll give general tips on slide presentations
- We'll apply what we've learned to your PACE Science Forum presentation

# Introduction – Main Points

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- Planning
  - Determine your goals
  - Carefully plan your presentation
  - Tailor the content to the needs of your audience and your goals
  
- Organizing
  - Introduction
  - Body
  - Summary

# Introduction – Main Points

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- Preparing
  - Review
  - Revise
  - Rehearse
- Presenting
  - Engage your audience
  - If you're using slides, follow some simple tips for an effective presentation
  - Science Forum presentations have specific requirements which you must follow

# Planning: Determine Your Goals

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- Why are doing this presentation?
  - To inform
  - To teach
  - To demonstrate
  - To communicate ideas
  - To generate interest
  - To inspire action

# Planning: Carefully Plan Your Presentation

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- ❑ Start preparing early
- ❑ Decide what you will say
- ❑ Decide how you will say it
- ❑ Organize the presentation

# Planning: Decide What You Will Say

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- Know your audience and their background
- Decide what points you want your audience to remember
- Know how much time you have been allotted
  - Stay within your time limit
  - Make sure to set aside time for questions and answers
- Determine the content of your presentation with your goals and the above points in mind

# Planning: Decide How You Will Say It

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- Determine how best to communicate your message
- Consider different media
  - Powerpoint slides
  - A Poster
  - A Video clip
  - Demos
  - Or a combination

# Organizing: Organize Your Presentation

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- Your presentation should be organized into three parts:
  - Introduction
    - Gives an overview of what the presentation is about
  - Body
    - The main part of the presentation
    - Make three to five main points
  - Summary
    - Reiterate the main points

# Preparation: Prepare to Present

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- Prepare a first draft
- Revise, review, revise again
- Rehearse

# Preparation: Rehearse

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- Rehearse until you are comfortable with your presentation
- But, don't memorize it
- Do one or more of the following:
  - Get feedback from family or friends
  - Critique a tape of yourself
  - Rehearse in front of a mirror
- Make sure it fits within your allotted time. Build in time for questions.

# The Presentation

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- Dress appropriately
- Face the audience; make eye contact
- Speak loudly, clearly, and at a moderate pace
- Use supporting material as appropriate
- Try to engage your audience
- Relax

# Slide Presentation Tips

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- Use visuals to add interest
  - Pictures
  - Graphics
  - Charts
- Avoid clutter
- Be concise. Use short phrases
- Your spoken words should complement each slide. Don't read the slides
- Use text that is large enough to read
- Pick text colors that stand out from the background

# What Wrong With This Slide?



On the left is a picture I downloaded from the internet. The constantly moving hand is rather annoying. Don't you think?

- This is a tree in my neighborhood. I took a picture of it because I like the colors.
- How many colors can you identify? Red, Brown, Orange, Yellow.
- You have to go to Vermont to see something like this.
- Remember to organize your presentation into three parts. Can you tell me what those parts are?

- Introduction
- Body
- Summary

- This reminds me of Fermat's Last Theorem, which was an unsolved problem in mathematics for hundreds of years until it was finally proved in 1995.

# Specifics for Science Forum

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- Follow the basic principles
  - The presentation should give the salient points from your final report; the organization can be the same
  - Some of the details will not be included in the presentation
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# Organization for a Science Forum

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- Principles for organizing a general presentation also apply to a Science Forum presentation
- Apply these principles in a way that's appropriate for a Science Forum presentation
- Each main section – Introduction, Body, and Summary – should contain specific content

# Introduction for Science Forum

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- Give an overview of your project
  - What is it
  - What scientific principle does it rely on or demonstrate
  - What is important about the project; what can it be used for
- Highlight the main results

# Body for Science Forum

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- Provide background information on the project
- Tell what was involved in doing the project
- Tell what you accomplished
- Show or demonstrate the project
- Explain why the project is important
  - How can it be used?
- Discuss one or two interesting aspects of the project:
  - Difficulties you had to overcome
  - Cautionary notes
  - Something important you learned

# Summary for Science Forum

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- Summarize the most important points of your project
  - What was the project
  - What are the important scientific or engineering principles involved
  - Why the project is important

# In Summary

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- ❑ Determine your goals
- ❑ Carefully plan your presentation
- ❑ Tailor the content to the needs of your audience and your goals
- ❑ Organize your presentation into an introduction, body, and summary

# In Summary

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- Preparation: Review, revise, and rehearse
- During the presentation, engage your audience
- If you're using slides, follow some simple tips for an effective presentation
- Apply the general guidelines to your Science Forum presentation