Tips for Preparing Faculty Paper Presentations

1. Do not expect to be an expert. Similarly, do not expect your audience to be experts. Have fun, but "master your craft". Be able to talk precisely about your topic.

2. State up front the purpose or central topic of your presentation. This will give you and your audience a clear goal to focus on.

3. Give hand outs. These are very helpful for your audience and make your presentation more full. Do not just print out your slides. There is nothing worse than being in a presentation where the slides are in your hand, projected on the wall and being read aloud by the presenter!

4. This is not a lab report. Do no present the procedure, results, conclusion and future work, unless they are extremely interesting (or something you want to teach).

5. Engage the audience. Make sure you ask questions and solicit feedback/questions/responses from your audience throughout your presentation. You are facilitating learning: beginning a discussion, spawning ideas and generating interest in your subject. This will make your presentation more dynamic.

6. Practice before the final presentation. Try presenting it to someone else in the program outside of your group. This will give you insight into what you do not understand and what needs more clarification. It will also make you feel more comfortable when your actual presentation comes.

7. State the purpose of the paper you are presenting.

8. Speak to the entire audience, not only to one person.

9. Use fewer words on slides, especially when pictures or oral description will suffice.

10. Project your voice and be sure of what you are talking about.

11. Observe your audience. If they are sleep, wake them up.

12. Be passionate and enthusiastic about the information that you are presenting.

13. Do your best, and feel free to get help from other MSRP interns!