

Scientific Talks

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Special Slides

- Introduction –
Title – Name – Date – Occasion
- Overview –
repeated upon entering a new chapter
- Summary –
Highlight key results by key figures of the talk

Acknowledgements / References

- Provide **references** for
 - Ideas (pointer to literature – at slide bottom)
 - Figs (in small font below figure)
- Provide **acknowledgements**
 - People and Funding right after title
 - Fig of coworkers on slide or Overview when repeated

Font and Page Layout

- Use **sans serif** fonts
 - Linux Biolinum is good
 - Linux Libertine only for Refs/Fig attributions
 - *NO funny fonts!!!*
- **Large**
- 7x7 rule
 - 7 words/line
 - 7 lines/slide
- Adopt **consistent** fonts, capitalization, spelling

Onion Structure

Structure:

- Motivation
- Outline
- Core results
- Add meat by adding layers
- Conclusion

Observe:

- Fewer words on transparencies
→ more attention to speaker

Delivering the Talk

- Check beamer setup well in advance
- Practice **introduction** till you know it by heart
- Speak to one **person** in audience
 - A person you like → be friendly, confident, focused
 - Swap repeatedly → “everybody” gets a turn
- Use pointer / point on the screen
- Take breaks where you (re-)collect your audience

Milestones for Preparation

	Select Topic	– reading
- 2 – 3 weeks		– agreement with supervisor (discussion)
-14 days	Concept paper	– preparation
		– rehearsal
-9 days (Monday)		– agreement with supervisor (email)
	Slide & Handout	– preparation
-5 days (Friday)		– supervisor feedback
-1 day (Tuesday)		– practice Talk
	Seminar Talk	