

Presentation skills

NGCM workshop

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Monday 2016-11-07 9:30 - 13:00

University of Southampton, United Kingdom

Outline

9:30 Welcome & context

10:00 Review of poster drafts

11:00 Plenary

11:15 Coffee break

11:30 Talks

12:30 Next steps and SAB meeting

Summary

9:30 Welcome & context

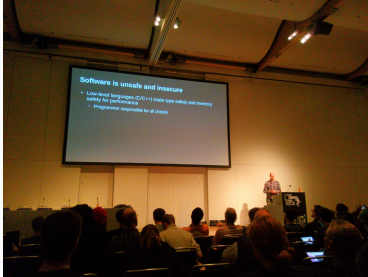
Context: Communication in academic research

- *Communication* of research results is key to achieving impact
- key (business) skill outside academy is communication
- leadership involves having a vision, and *communicating* it to team members to make it happen
- in academia: talks and posters widely used
 - in particular at conferences / workshops

Conferences

- bring together many researchers
- size anything between 50 and 5000
- attendees present new results
 - talks
 - posters
- attendees learn about new results from others
- networking
 - informal talks in breaks
 - joint lunch / dinner

Talks at conferences



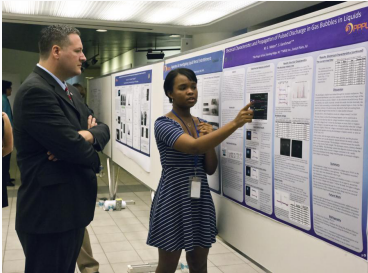
Talks

- plenary talks
- parallel sessions
 - invited talks
 - contributed talks
- prestigious
- showcasing results during talk
- little feedback at first
- possibly kick starting informal discussions

What is important for a talk at a conference?

- which talk, author, topic (leave title slide displayed)
- context
- method & results
- key message (what is take away message)
- clarity
- presentation
 - appropriate level for audience
 - simplify as required, not too much detail
 - don't have cards to read from; use slides
 - use pictures / diagrams where you can
 - time keeping
 - visible, audible, energetic, entertaining?
 - don't bore people
 - make eye contact
 - finish by saying thank you: do not invite questions yourself

Posters at conferences



Poster session

- dedicated time slot
- presenter at poster
- lots of discussion at poster
- opportunity to learn (for everybody)

Challenges

- many posters
- a lot to take in
- first challenge is to attract attention

What is important for a poster at a conference?

- attention catching
- structure: allow to quickly grasp the main idea
- use images and large font
- avoid text / readable with presenter nearby
- presentation
 - allow people some time before approaching them
 - offer poster tour but also offer to answer questions
 - adapt to visitor's background, interest and questions
 - say key point, wait for questions
 - listen to visitor
 - don't be defensive – a chance to learn
- dissemination
 - QR code on poster, pointing to pdf/webpage
 - business cards ready
 - list where people can add their email address so you can send pdf to them

10:00 Review of poster drafts

The 4 Groups

1	2013 Hans	Jan, Josh, Gabriele, Alvaro, Ash, James, Marian, Juraj, Jack
2	1103 Susanne	John, Bob, David, Craig, Lucy Pete B, Sam D, Matt, Sam S
3	1107 Ian	Stephen, Paul, Rory, Hossam, Alejandra Jamie C, Gary, Greg, Dan W, Emma
4	3041 Peter	James, Jonathon, Ryan, Thorsten, Kieran Damien, Nicholas, Daniel P, Alex

The tasks

1. identify reporter
2. review posters of all people in your group
3. gather common problems and good ideas on paper
4. Come back to 2013 for 11:00
5. report back ≤ 3 minutes
 - good ideas
 - things that may not work so well

Code of conduct

- be friendly and constructive
- there is not always a unique correct answer

11:00 Plenary

Reporting back (3min per group)

- Group 1 (2013, Hans)
- Group 2 (1103, Susanne)
- Group 3 (1107, Ian)
- Group 4 (3041, Peter)

Feedback from Group 1

Group 1 (Jack)

- bullet points combined with diagrams
- conference audience
- not too technical, unless it is a specialist audience
- clear layout, not all figures in bottom corner
- clear contact details at the top
- diagrammatic version of the model or method (flow chart)
- small bits of text
- good colour choice, and good contrast
- include goal of project or aim to take away in addition to results and discussion
- abstract should clearly state what you are trying to do
- add some point of relevance for society if applicable

Feedback from Group 2

Group 2 (Matt)

- which EPSRC logo to be used? (there is a choice, see this URL: <https://www.epsrc.ac.uk/about/logos/>)
- 24 / 26 is a good font size
- contact details, include supervisor, show affiliation
- acknowledge funding with the right code and all that
- natural flow
- introduce abbreviations
- colourmaps need legends (colorbar)
- emphasise main plot
- one poster was different, stood out well

Group 3 (Dan)

- no right answer to ratio figure / text
- layout matters
- link explanation of figure to figure (caption, not buried in text)
- bullet points are useful
- consider the audience: what do they expect, and what is their background

Group 4 (Nicholas)

- use fabric rather than laminated
- consistency
- clear sections and titles, maybe boxed
- one figure for each section
- with graded background text boxes should have background color
- 3d image fancy but harder to understand

11:15 Coffee break

11:30 Talks

Talks

- each 8 to 10 minutes long
- gather feedback very briefly after each talk

Talks:

1. Paul
2. James H
3. Alvaro
4. Kieran
5. Craig

12:30 Next steps and SAB meeting

Strategic Advisory Board Members

- Prof Lorena Barba (George Washington University, US)
- Dr James Elliott (University of Cambridge) via Skype
- Dr Dirk Gorissen (Oxbotica)
- Nick Granger-Brown (Seagate/XyrateX)
- Dr Daniel Smith (EPSRC)
- Prof Colin Please (Oxford University)

Strategic Advisory Board Agenda (Friday 11 Nov 2016)

- 10:30 Arrival, tea & coffee (Building 176, room 5041)
- 10:45 Welcome, Presentation by the NGCM Director, Prof Hans Fangohr
- 12:00 NGCM student presentations (Building 177, room 3011)
- Craig Rafter (Cohort 2), Challenges in Modelling Intelligent Transport Systems
 - Alvaro Perez-Diaz (Cohort 2), Developing Programming Skills with Minecraft and Python
 - James Harrison (Cohort 1), Including electromagnetic effects in simulations of particle physics
 - Kieran Selvon (Cohort 2), Modelling Molecular Dynamics
 - Paul Chambers (Cohort 1), Challenging Aircraft Topological Prejudice with Machine Learning and Sustainable Software
- 13:00 Joint lunch with NGCM students, student posters
(Building 177, room 3011)
- 14:00 SAB closing comments (Building 176, room 5041)
- 14:30 Close



- directors and manager busy from 10:30 to 14:30
- lunch delivered at 11:45-12:00 but eaten at 13:00

Update and print posters (Cohort 1 and 2)

Update poster

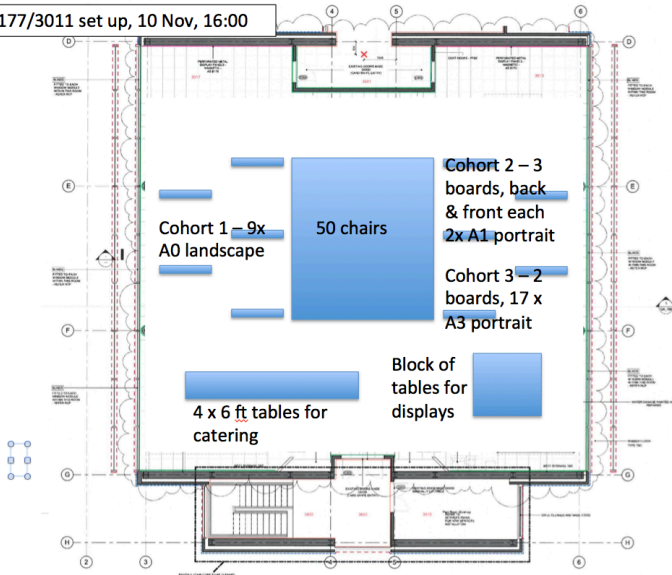
- Use what you have learned, and implement minor changes immediately

Print poster

- University printing service at <http://www.southampton.ac.uk/printcentre/exhibition/academicposters.page>
- Select "Paper type: Standard" in on-line form and
- select "Finishing: Laminating single sided"
- Use charge code 513695105
- Needs 'normally' 48 hours.
Submit Monday night or Tuesday morning.
- Coordinate collection of posters?

Attach posters to poster boards (Cohort 1 and 2), Thursday 16:00

177/3011 set up, 10 Nov, 16:00



Exhibits

- Bob (UAV or more)
- Juraj (Wing)
- Ash (FPGA card)
- Alvaro (laptop with minecraft)
- Paul (laptop with design/rendering software)

Put onto display table Friday morning 11:00

- have A4 or A3 print out that says what the exhibit is

Need 2 volunteers

- to check room is in good shape at 11 am on Fri
- to direct catering to the right table at 11:45 (we eat with the advisory board at 13:00)
- to make sure posters are detached and poster boards collected at end of meeting (14:30)

→ Jonathon, Bob, Rory – thank you!

Summary

Summary

1. Talks and posters are standard mechanisms, must become routine for you
 2. Take the ideas from the breakout groups and improve poster for Friday
 3. Re-use ideas in the future
 4. Use the opportunity on Friday to appear organised, good communicators and hosts, etc
- Thank you for your contributions