

Guideline for group presentation

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7th Vietnam School on Neutrinos, July 25, 2023

Time allocation and presentation order

Student presentation section: 12:30 - 16:00, July 28th (Fri.). Some participants need to go to the airport right after the school finish.

WE MUST KEEP TIMING!!!

- **Time allocation:** 30 mins./ group (includes Q&A)
- **Group order:**

$$\nu_1 \rightarrow \nu_2 \rightarrow \nu_3 \rightarrow \nu_e \rightarrow \nu_\mu \rightarrow \nu_\tau$$

ALL group members are encouraged to present the work!

Important keys for a start of talk preparation

- **Be aware of the audience** The materials you prepare should be oriented to who you are speaking to. (*In this case, you are presenting to your classmate*)
- **Be mindful of the time allocation** for your presentation (*In this case, 25 +5 mins.*)
- **Consider the main messages** you want to deliver/argue/convey. *Sometimes it is hard to figure out at beginning but please think it through...*
- **Think of an outline of your talk** to deliver the main messages. *To make the talk coherently is to connect the dots of your main points and arguments. It's also challenging task.*

Structure of a scientific presentation (25+5 mins.)

For 25 mins. presentation, you may prepare **15-20 slides, including**

- 1 slide for **title, your name/group name**. The objective can be stated in this slide
- 1 slides for **the outline** to provide structure of your talk (*it's not necessary if the talk is relatively short*)
- 2-3 slides to **introduce the relevant background** (eg. *history, neutrino phenomenon...*) supporting to your objective but **don't spend too much time for this!**
- 9-14 slides to present **your own intellectual work/investigation** (methodologies/research approaches, and what you figure out)
- **1 slide** for **conclusion/summary** to recall the objective and highlight the main results
- (Few **backup** slides to support your argument, including materials for reference)

Estimate number of slides and focus mainly on your own work!

General tips for preparing a slide

- ☑ Use header to state the main idea of the slide
- ☑ Avoid too much text (but sufficient for ones who look at the slides only). Avoid jargon term
- ☑ Use consistent fonts and “normal” colors. Don’t use colors randomly
- ☑ Use simple background, make sure good contrast btw. text and background
- ☑ Avoid long and complicated equations
- ☑ Illustrate graphically when needed but don’t overuse!
 - 📌 Must be well-labeled
 - 📌 Must be well-described, emphasize the message behind
 - 📌 Have a brief caption/ give credit to the source
 - 📌 Large enough to be clearly visible to the audience

Avoid to put many things in a single slide! One slide should deliver only ONE main message.

Do not show what you do not understand ! Be simple and clearly stated.

Start preparing slides as soon as possible!!

- Your group **should start making slides NOW!** Create a common place for whole group member (eg. *Google docs, overleaf...*)
- It's better to **start making slides with your own work.** At first, you can make many slides (>>10). Later, you can refine to **deliver the best message** from your study and **make presentation coherently.** Some can put in the backup. *Introduction and conclusion slides can be added later.*
 - For group work: you can elaborate the presentation into multiple parts and each member take care of each part
- **Consult with your supervisor.**

Tips for giving the scientific presentation

- **Do not read your slides** (*it's a bit challenging for non-English native speaker but please well-prepared and practiced before the presentation*)
- **Speak slowly and distinctly.** Emphasize on the main message of each slide.
- **Maintain eye contact with audience and use the body language efficiently**
- **Use laser pointer or stick** to the projected screen
 - Use white board if needed but don't spend too much time on it.
- **Keep timing please!**
- **Be positive and enthusiastic!**

Good luck