Otto-Friedrich-Universität Bamberg

How to MOBI: Talks

This HowTo applies at least to all seminar talks and Bachelor/Master thesis defense talks. It may contain useful ideas for other talks, too.

Organisation:

- Check your technical equipment at least 15min before your talk. We expect that the talk starts on time.
- Plan your timing. Make sure that you don't talk longer than requested. If you do not know how long your talk should be, ask us.
- Make sure we have the electronic version of your talk: Upload your final slides to the seminar VC course, or to your Gitlab project (for thesis talks)
- If it is a physical meeting: do not use heavy perfume.
- Turn your phone to silent

Structure:

- Title slide with meta information (your name, your supervisor, situation, date)
- Optional, but recommended: after the title slide include something catchy (surprise !!) A fitting cartoon, a piece of news, ... Find a good transition to the topic of your talk
- Overview slide (roadmap)
- Motivation („why?")
- Content slides (including overview slides in between)
- Conclusion slide (call for discussion and questions)

Quantity:

- Devote between 2-5 minutes for each slide depending on your pace and the complexity of the content presented in the slide (this can be measured in rehearsal)

Layout:

- Not only text slides, no full sentences
- A bright background, a sans-serif font and a fontsize > 16pt (e.g. Arial)
- No playing around; everything (pictures, animations, colors ...) should have a purpose
- Use of high quality figures
- Reference cited figures! Put reference directly on the slide (e.g., in 10pt font at the bottom), since the audience cannot follow links to a reference list
- Always use slide numbers! They make it much easier to refer to them in Q&A session.

Beware:

- Most in-build Powerpoint templates do not comply with these guidelines. Choose a simple one.
- LaTeX templates incite you to use too much text!

Talking:

- Speak clearly, understandably and loud enough
- Speak fluently! Rehearse in trial presentations
- You could use some notes written in small cards, preferably use only your slides for memory
- Get a good look of the audience
- Make sure you can see the slides on your laptop's screen
- Point to the content on the projector wall/screen then turn around towards the audience