Technical Talk Guidelines¹

PREPARATION:

P1. KNOW YOUR AUDIENCE!
P2. Use a large font on your viewgraphs.
P3. No handwriting on the viewgraphs.
P4. Do not use hyphenation or right justification on the viewgraphs.
P5. The first viewgraph should include the title, authors, affiliations, date, and talk outline.
P6. The last viewgraph should list why it was worth listening to the talk.
P7. Use short bullet items rather than full sentences.
P8. Multiple line bullets should have breaks in logical places.
P9. Always rehearse the talk in advance and check the time it requires.
P10. Always bring blank viewgraphs, pens, and a pointer with you.
P11. Minimize the use of text - a figure is worth a thousand words.
P12. You must provide me with an electronic version and hardcopy of all of your visual materials (viewgraphs, images, videotapes, etc.) and arrange for a dry run of your talk with me at least one week before the scheduled date of delivery.

DELIVERY:

D1. Stand by the screen, use a pointer, point to the screen, and don’t block the screen.
D2. Face the audience.
D3. Do not read the viewgraph to the audience. Instead, talk about the bullet items.
D4. Talk with feeling - as if what you are saying is interesting.
D5. Keep talking when you change viewgraphs.
D6. Talk clearly, slowly, and audibly.
D7. Do not rush the talk. Make it shorter if need be.
D8. Do not say “um” or “OK,” etc., while you are thinking. A silent pause is much better.
D9. If needed, push the portion of the viewgraph to which you are currently referring to the top of the screen.
D10. When answering questions from the audience, do not say anything of which you are unsure. If you do not know, say so.
D11. Expect to spend a minimum of two minutes on each viewgraph.

¹Adapted from document by H. J. Siegel and Gene Saghi.