

## Technical Talk Guidelines<sup>†</sup>

### 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.

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<sup>†</sup>Adapted from document by H. J. Siegel and Gene Saghi.