

Presenting Professionally – The critical steps to successful scientific presentations

How you present yourself and your hard-won data will be instrumental in the progression of your research career – from lab progress reports and departmental meetings to your PhD defense and international conferences.

The **Presenting Professionally** workshop provides the essential tools to optimally design and deliver a range of presentations. First we will focus on the essential steps to getting the right content and optimal structure for your talk. We will also analyze how to optimally design the slides to being able to better explain them. Then we will assess each participant's individual body language and delivery style and cover how to build and maintain a positive rapport with the audience. Finally, we will look at strategies for better managing and responding in the question and answer session.

Workshop Content

- ▶ Optimally preparing and structuring your talk
- ▶ Enhancing the impact of visual aids
- ▶ Maintaining rapport with the audience
- ▶ Using positive body language
- ▶ Delivering your talk professionally and confidently
- ▶ Handling the question and answer session

Target group

The **Presenting Professionally** workshop is **ideal for non-native English speaking PhD-students** needing to develop the essential tools required to give professional scientific presentations. For efficiency reasons group size is restricted to 12.

Time Schedule:

Day 1

09:00 to 13:00	Groups 1 and 2
14:00 to 15:30	Group 1
15:30 to 17:00	Group 2

Day 2

09:00 to 12:00	Group 1 and 2
13:00 to 15:00	Group 2
15:00 to 17:00	Group 1

Day 3

09:00 to 11:45	Group 2	Presentation, Q & A session
12:15 to 15:00	Group 1	Feedback on individual presentations

Pre-workshop preparation

The participants should organize a PowerPoint presentation before the workshop commences and **bring a print out and a computer file of the talk to the workshop sessions.** This presentation will then be assessed and worked upon throughout the workshop sessions. The presentation can be of any length, but – due to time constraints – participants will be asked to give only the first 10 – 15 minutes of the talk.