



แนวปฏิบัติที่ดีในการเสนอผลงานวิชาการด้วยวาจา

“Best practice on how to give a presentation for a conference”

The purpose of the talk



- ✓ Give your audience an intuitive feel for your idea
- ✓ Make them foam at the mouth with eagerness to read your paper
- ✓ Engage, excite, provoke them

- ✗ Impress your audience with your brainpower
- ✗ Tell them all you know about your topic
- ✗ Present all the technical details

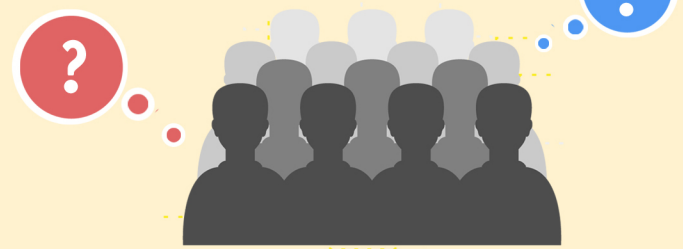
DON'T!

Talk Guideline

- 📍 Dress neatly and appropriately
- 📍 Involve your audience
- 📍 You have a few minutes to engage your audience before they have started to fall asleep
- 📍 State your conclusion first up (try to hook your audience)
- 📍 Face your audience and speak clearly loudly slowly with confidence
- 📍 Do not use media to hide you since the audience comes to see you
- 📍 Move around, you are not a static display
- 📍 If possible stand to the left of the screen (people read from left to right – they look at you first then read)
- 📍 Do not read the slides to the audience (make slides that reinforce your words, do not repeat them)
- 📍 Use cue cards if you need them
- 📍 Be specific/Organize your talk around this specific goal
- 📍 Order of the talk (conclusion – background – body – conclusion)
- 📍 Finish on time
- 📍 Acknowledge co-authors (title slide), and pre-cursors (as you go along)

Audience

- ✓ Know your audience : students, peers or researchers
- ✓ Your mission is to wake them up and communicate



PowerPoint Guideline

Slide

- ✓ Be creative
- ✓ Think of each slide as a newspaper
- ✓ Most presentations are bad because not enough time went to preparing them
- ✓ An outstanding 1 hour presentation can take 30 hours or more of preparation time
- ✓ Having a consistent use of colors, images & alignment gives a cohesive look to your presentation

Content

- ✓ Six words per line, six lines per page
- ✓ Avoid text overload (the more your audience has to read the less they are listening to you)
- ✓ People learn better when information is presented in bite-sized pieces
- ✓ People learn better from words and pictures than from word alone. This applies when the pictures illustrate what the words say, not when pictures are added for decorative effect
- ✓ Do not put too much technical detail in the slide
- ✓ Do not center bullet points, it makes the text ragged and hard to read and follow with your eyes.

Font

- ✓ The larger the better, use font that are easy to read
- ✓ If you download a font, make sure you embed it in your PowerPoint file
- ✓ Using font color that contrast with the background color

Backgrounds

- ✓ Do not use multiple backgrounds in your presentation (changing the style is distracting)
- ✓ If you download a font, make sure you embed it in your PowerPoint file
- ✓ Using font color that contrast with the background color

Transition

- ✓ Stick with same transition
- ✓ Use animation effects sparingly
- ✓ Watch out your slide transition

Image

- ✓ Only high quality images at their right size are used
- ✓ Don't use embedded videos with some weird codec

แนวปฏิบัติที่ดีนี้ได้จากการนำเสนอของ Dr.Gregory Heness ในหัวข้อ

“How to give a presentation for a conference” ในวันที่ 7 กันยายน 2558

ในโครงการส่งเสริมบรรยากาศการวิจัยและการจัดความรู้ด้านการวิจัย ของคณะวิทยาศาสตร์

ฝ่ายวิจัย คณะวิทยาศาสตร์

โทร : 02-649-5000 ต่อ 18427