# Scientific Presentations

- Posters
- Talks
- (CV)

Sylvia Cremer  
IST Austria  
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## Scientific presentations

- Conference / Workshop  
  - poster  
  - talk  
  - many short contributions in short time
- Invited seminar talk  
  - longer talk & discussion
- Job interview talk  
  - additional perspective

Stick to time restrictions  
Dont overload – give clear take home message

## Posters

**When** to present a poster instead of a talk?
- Ongoing project
- Small interesting story

**How** to make a good poster?
- Give only a single message!
- Present it in a picture story!
- 1 to 2 data figures!
- Display it in an easy to grasp way!
- Many posters at same time
- After a long day of talks

## Poster sections

- Header: title, authors, affiliation, contact, logo, photo?
- Main part: introduction / background
  - Material and methods
  - Results
  - Graphical
  - Conclusions
- References
- Acknowledgements

## Poster header

- **Title:**  
  - large font size  
  - short title: catchy but informative
- **Authors:**  
  - typically less on a poster than in the paper
- **Affiliation:**  
  - give email address of presenting author
- **Logo**
- **Photo:**  
  - Advisable for large conferences

## Poster Main Part

- **Introduction:**
  - Background: 1 sentence
  - Question: 1 or 2 questions
- **Material & Methods:**
  - **Study system:** short description  
  - picture
  - **Study design:** graphic representation
Poster Main Part

- **Results:**
  focus on 2 major findings,
  show figures & give stats
  summarize findings below each figure in 1 sentence

- **Conclusion:**
  1 – 2 sentences
  come back to your research question,
  answer it clearly

Additional information

- **References:**
  give only the absolutely relevant references
  (max 2-3)
  e.g. previous own work, method paper,
  similar study

- **Acknowledgements:**
  - Funding Agencies: no funding numbers or details
    logo of funding agency
  - important contributing persons

Small printouts?

Posters – general rules

- Font size: smallest font: 1cm in print
- No clear structure requirements
  follow general setup of a paper,
  but be creative
- Use as few words as possible
  - reduce method details
  - number of data you present

You should be present at the poster session and can
explain details!
Be there, don’t force people into conversation if they
don’t give you a clear sign of interest

Posters – common mistakes

- Overload of text
  (don’t “print a paper” on A0)
- Boring title
  -people scan through the titles to determine if they
take another 5-10 sec to read on or not…
- No eyecatcher
- Too many eyecatchers
- Too turbulent background

Talks

- Conference talk: 10-20 min + 5 min
- Seminar Talk: 45 min + 15 min
- Job Interview talk: seminar talk with future directions

- Stick to scheduled time!

Talk Sections

- Introduction
- Question 1
- Question 2
  ...
- Summary & Conclusions
- (Outlook)
- Acknowledgements
<table>
<thead>
<tr>
<th>Talk Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
</tr>
<tr>
<td>• adapt the introduction to your audience</td>
</tr>
<tr>
<td>• come to your question very soon</td>
</tr>
<tr>
<td>• explain immediately why this is of interest (not only at end)</td>
</tr>
<tr>
<td>• General question &amp; impact</td>
</tr>
<tr>
<td>• Model system</td>
</tr>
<tr>
<td>• Don’t be too fast – this builds the basis for remainder of the talk</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talk Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main part:</strong></td>
</tr>
<tr>
<td>• Logic subsections that should follow from each other; end each with a question that the next section will answer</td>
</tr>
<tr>
<td>• For each: basic methods, results, discussion</td>
</tr>
<tr>
<td>• Present figures, movies…</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talk Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary &amp; Conclusion</strong></td>
</tr>
<tr>
<td>• Repeat most important results, interpret them</td>
</tr>
<tr>
<td><strong>Outlook</strong></td>
</tr>
<tr>
<td>• Give ideas for future research</td>
</tr>
<tr>
<td><strong>Acknowledgements</strong></td>
</tr>
<tr>
<td>• People</td>
</tr>
<tr>
<td>• Funding Sources</td>
</tr>
<tr>
<td>Additional information slides for discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talk – Figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Label axes in an informative way in large enough font</td>
</tr>
<tr>
<td>• Give statistics: test applied, overall p value, posthoc significances</td>
</tr>
<tr>
<td>• Use colours – consistent &amp; informative</td>
</tr>
<tr>
<td>• Replace text by figures wherever possible</td>
</tr>
<tr>
<td>• Don’t put too many figures on one slide</td>
</tr>
<tr>
<td>• Additional summary of major findings in words below each figure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talk Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No historical representation of project</td>
</tr>
<tr>
<td>• Leave out unnecessary &amp; distracting side paths</td>
</tr>
<tr>
<td>• Give few points in a logical order</td>
</tr>
<tr>
<td>• Create one major take home message</td>
</tr>
<tr>
<td>• Not typical paper structure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Talks – Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Font size not too small</td>
</tr>
<tr>
<td>• No weak colours (beamers may differ)</td>
</tr>
<tr>
<td>• Long talks: outline slide in beginning spelled out sections</td>
</tr>
</tbody>
</table>
Talks – Presentation Style

- Speak loud and clear, and not too fast
- Don’t read off from your slides
- Look at the audience, not behind you
- Use laserpointer only if providing information
- Don’t run over time!
- Train your talk beforehand if needed

CV

Personal data:
- name
- title
- birth date and place -?
- gender -?
- nationality
- marital & family status -?
- address
- email, phone

*for education and publications, start with the most recent*
- your primary school data are of less significance than your PhD

CV

Current position:
- what you do and since when

Education:
- Dissertation
- University Studies: BSc, MSc
- (military or civil service)
- High School

give: dates to the month
supervisor, institute & topic
grades!

*The more advanced you get, the more of the early information on school details etc you can skip*

CV

Academic Activities
- Participation of workshops and conferences
give: dates to the month
poster - talk
title
- internships & work next to your studies
- organisation of workshops or meetings
- (co-)supervision of e.g. Diploma thesis or practical students
- teaching activities

CV

Research honours and awards:
- prizes in school, MSc thesis etc...
- grants received (travel grants, PhD fellowships)
give date received
institution from which received
amount of money received

Memberships
Additional skills
- Languages
- Driving Licence
- Diving Licence ...

Non-scientific engagement & hobbies – if you want

CV

Publication List
*often integrated into CV*
- Papers in peer reviewed journals
separate published papers
manuscripts in press
manuscripts in revision / in review
manuscripts in prep. (not > 2)!
- other publications (e.g. to general public)

City, date
signature
**CV**

- find a nice format
  - add something special
  (many people may apply to this position)
  - but don’t overdo it

- use your space efficiently; don’t press too much information into too little space

- show consistent activities and outputs

*avoid gaps (>2months)*!
- if you travelled around the world after school, write it

*be consistent in CV and other application parts!*