Hints on How to Prepare Your Presentation for the Pro-/Seminar SS18:

Bioinformatics of Protein-Protein Interactions

Time: to be decided (3 afternoons × 4 talks) **Venue**: building E 2 1, room 0.07

for detailed time table / sequence of presentations / names of tutors, see seminar website.

Conditions for certification (Schein):

(1) Successful **presentation** in English language (see below for the criteria to judge presentations).

(2) Regular **attendance** → you should come at least 2 out of 3 days (≥ 66 % of all talks) .

(3) Prepare good-quality printed **handout**. One copy for every participant. If you send it to us on the day before your presentation, we will print the handouts for you. Otherwise you need to print the copies yourself and distribute them before your presentation.

There is a clear rule: no handout means no presentation!

Handouts should give a well-structured overview of your presentation. Graphics, bullets, charts are all allowed. Maximum: 2 pages, 11 pt, 1.5 line spacing, Arial.

Header of handout: title of your presentation, your name, a photo of your face. (At the end of the seminar, we will all know the names of each other.)

Structure of the seminar

The Pro-/Seminar will contain ≤ 12 topics. Each **topic** consists of

- a 25 min (proseminar) or 40 min (seminar) **presentation**
- a 10 min open **discussion** about the scientific topic
- short **feedback** about the presentation style

The point of the **presentation** is to present a scientific question and some related findings to your audience. It is certainly advisable to show that you are very competent in this area, but it is equally important how much of your knowledge is being transferred to the audience.

The point of the **first discussion** is to clarify open points. Often, participants can profit from the content of these discussion sections as much as from the presentation itself. Besides, asking scientific questions and responding to them is an important part of a scientific presentation at other research institutions or at conferences. Therefore, all participants of the seminar are invited to participate in the two discussion sections.

The purpose of the **short feedback** is to provide feedback to the presenter about the style of his/her presentation. Learning how to give good presentations is the most important aim of this seminar. Learning how to provide constructive and fair critique is another point. In the past, the students found this part quite helpful.

Questions
In order not to disturb the presenter too much (Lampenfieber! engl: stage fright) during his/her presentation, we will limit questions during the presentation to those for clarification.

Preparation for your talk:

- You should consult your **tutor** for preparation of your topic. This is not a must, but a very recommended offer from our side. Please note that the tutor can also be sick or on vacations or at conferences. Therefore, you should contact your tutor early in advance e.g. by e-mail to make an appointment. You may visit your tutor several times. Try to be always well prepared. Your tutor will not prepare your talk for you.
- if you start your presentation with an **outline** of the talk, this slide should not simply include "introduction - methods - results - discussion - summary" but be filled with some content.
- Then your talk should continue with an **introduction** into the topic and the **scientific question**. At the end of this introduction it should be **clear to everybody** in the audience what the subject of your talk is.
- In the **methods** section, you should always describe the main strategy how you (or the authors) arrived at the results that you will present. You should select certain aspects of the methods to be presented in more detail and collect **additional information** (e.g. about phylogenetic methods or about docking methods) from scientific papers or from the internet. You can also consult **textbooks** for background about the research field and about the methodology.
- You should check the publisher's website if it provides "**supplementary material**" for the research paper that you selected. Often, this supplementary material describes more details of the methodology and additional plots with results.
- In the **results** part, don't try to be comprehensive. Don’t show all results that the authors (or you) obtained. Focus on the most important and interesting ones and explain why they are interesting.
- In the **discussion** section, discuss possible limitations of this work, its relevance for the scientific question, and provide an **outlook** and a very short summary (**take-home message**)
- Once finished, you should give the talk a few times to yourself (speak loud) and, if possible, to your friends. Measure the time required for these exercise talks.

Criteria for a good presentation:

- In every presentation you need to consider **who is your audience**. Here, you will be talking to bioinformatics students from our Bachelor and Master programs (not to the professor alone!). The most important point of your presentation should be to clearly present the **main research question** addressed and the **computational methodology** used in the paper you are presenting. One cannot expect that all listeners understand everything from your talk. But if nobody understood the methodology, this is somehow your fault.
- be familiar with the technical equipment before your talk.
- speak loud and clearly. Don't speak too fast.
- be enthusiastic about your topic. Try to involve the audience.
- use examples for explanations.
- if suitable, you may also use the blackboard for explaining something in detail.
- during the talk, you and the audience should always know in which part of the talk you are.
- control the time of your talk (25 or 40 minutes). One or two extra minutes are no problem, but you will be interrupted if you speak more than 10 minutes too long.
- if you like, you may plan to make 1-2 jokes during your presentation ... not too many.

Criteria that will be used for judging your presentation

- most important is how well you have explained the computational methodology to the audience (see above).
- scientific content: is the provided information correct?
- your ability to answer questions correctly and adequately.
- did you "reach" the audience? Was the presentation interesting and/or fascinating?
- we will not judge the quality of your spoken English!

Some hints about good Powerpoint Overheads:

- use at least **font** 18 pt. Don't put more than 10 lines of text on one slide. Some people recommend a maximum of 7 lines of text.
- it is helpful for the discussion section later on to include **page numbers** at the bottom of every slide ("please go back to p.13").
- use **pictures**! Ideally one picture on every slide.
- put only material on the slide that will be presented. The only exceptions are **citations** of research articles and those for **pictures** taken from somewhere else. Here, it is **necessary and sufficient** to place these citation on the slide without reading it loud to the audience.
- plan at least 1,5 minutes per slide. Some slides of the introduction and of the methods section may require more time.

Try to avoid the following popular "mistakes" on your slides

- diagram axes are not labelled ... don't forget to label the x- and y-axis and put units
- don't put too much information on one slide. Rather use two slides.
- don't write full sentences on your slides
- try to use figures instead of long tables

Try to avoid the following popular "mistakes" during your presentation

- face the audience during your presentation, not the presentation board! If you like, you can look at the screen of your laptop in between.
- don't look to the ceiling of the room instead of the audience.
- Speak load and clearly, don't speak too fast (see above)
- Try to breathe normally. Otherwise, you and your audience will get hectic.
- Use your hands to emphasize and illustrate. If you hide your hands in the pockets of your pants, the audience will feel uncomfortable.
- Don't get lost with details during your talk.

Feedback about the presentation style:

<u>How should one criticize in this discussion?</u>

- be constructive
- be descriptive, don't try to interpret
- be specific - mention particular points that could be improved
- speak from your own perspective, don't generalize. E.g. "From my point of view ... ", "I didn't like the way you ..."
- also positive points should be named
- avoid questions

<u>How should you accept critique in this discussion?</u>

- don't interrupt
- don't try to defend yourself
- you may ask for clarification, but don't start a real discussion
- you should (at least try to) be grateful for the comments