

# How to give a talk

Niels van der Weide

Let's start with the most important tip

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**Do not lose your voice 3 days before you have to give a talk**

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Seriously, I can (barely) tell you why this is a bad idea

# Why giving talks is important

Why go to conferences  
to give talks

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I have to  
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published

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Meet and talk  
to your colleagues

Why go to conferences  
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Meet and talk  
to your colleagues

Why go to conferences  
to give talks

Sharing your ideas



# Why giving talks is important

- ▶ Conferences (and workshops) are places where **ideas** about research are shared
- ▶ These are the places where people get their **first impression of your papers**
- ▶ People learn **who you are** (important for junior researchers!)

# Why giving **good** talks is important

Tuesday 11	Wednesday 12	Thursday 13	Friday 14
<b>CSL</b>			
08:30–09:00 CSL registration			
08:50–09:00 Opening			
09:00–10:00 Invited talk Elaine Pimentel	09:00–10:00 Invited talk Yde Venema	09:00–10:00 Invited talk Yannick Forster	09:00–10:00 Invited talk Patricia Bouyer- Decitre
10:00–10:30 Coffee break	10:00–10:30 Coffee break	10:00–10:30 Coffee break	10:00–10:30 Coffee break
10:30–12:35 Session 1	10:30–12:35 Session 4	10:30–11:30 Helena Rasiowa Award	10:30–12:35 Session 8
		11:30–12:30 Ackermann Award	
12:35–14:00 Lunch	12:35–14:00 Lunch	12:30–13:45 Lunch	12:35–14:00 Lunch
14:00–15:40 Session 2	14:00–15:40 Session 5	13:45–15:00 Session 7	14:00–15:40 Session 9
15:40–16:10 Coffee break	15:40–16:10 Coffee break	15:00–15:30 Coffee break	15:40–16:10 Coffee break
16:10–17:50 Session 3	16:10–17:50 Session 6	15:30–16:00 Business meeting	16:10–17:50 Session 10
		16:00–18:00 Excursion	

There are **47 talks** (assuming that I can count)

# Why giving **good** talks is important

- ▶ Conferences are **intensive** and **energy consuming**
- ▶ Difficult to fully concentrated the whole time
- ▶ There are **many talks**, difficult to remember each of them

## Why giving **good** talks is important

- ▶ Conferences are **intensive** and **energy consuming**
- ▶ Difficult to fully concentrated the whole time
- ▶ There are **many talks**, difficult to remember each of them
- ▶ **There might be people in the audience, who might want to hire you in the future**

# Overview

Time Management

The Audience

Making Slides

Miscellaneous tips

Conclusion

# Time Management

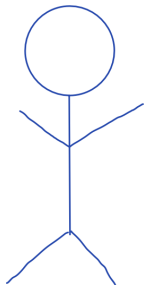
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# Something might go wrong



My 30 min talk  
By a real person

Slide 1 of 542685371

# Time Management: Preparation

- ▶ **Do not make too much slides**
- ▶ I spend like 1 minute per slide, but this differs per person (i.e., style of the slides)
- ▶ Remember that the audience should also get **enough time to ask questions**
- ▶ It might be good to **practice** your talk



## Time Management: During the Talk

- ▶ **Know what is the most important in your talk**
- ▶ If you spend more time than expected, **do not rush**, but skip what is less important
- ▶ Do not get distracted, but **keep focus** on the main message

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Also:

- ▶ You might have a phone or watch, and you can see your time
- ▶ The chair can also tell you how much time you have left

# Always Remember

Time management  
IS **NOT** THE SAME AS  
Talking quickly

Time Management

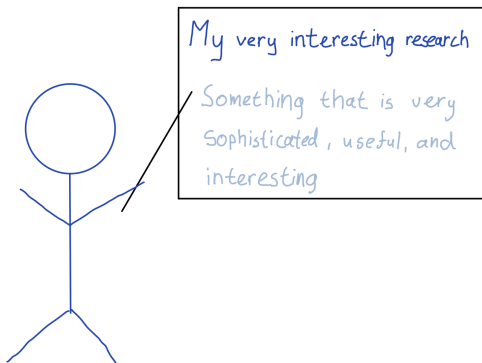
**The Audience**

Making Slides

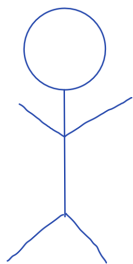
Miscellaneous tips

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This is not realistic



This is realistic



My very interesting research

Something that is very  
sophisticated, useful, and  
interesting



# The Audience

- ▶ You give a talk for **a certain audience**
- ▶ Every audience has their own **background** (functional programmers have a different background than topologists)
- ▶ **Design your talk for the audience**

# Don't forget your audience

**Motivation and context** are important

- ▶ Most people in the audience may have a **different background** than you
- ▶ They are **not experts** while you are
- ▶ Start a talk with **motivation** and giving **context**: make a **connection to the audience**
- ▶ Make clear what **your contributions** are



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- ▶ Make clear what **your contributions** are
- ▶ **Even if your talk is relatively short, do not cut on motivation and context**

Time Management

The Audience

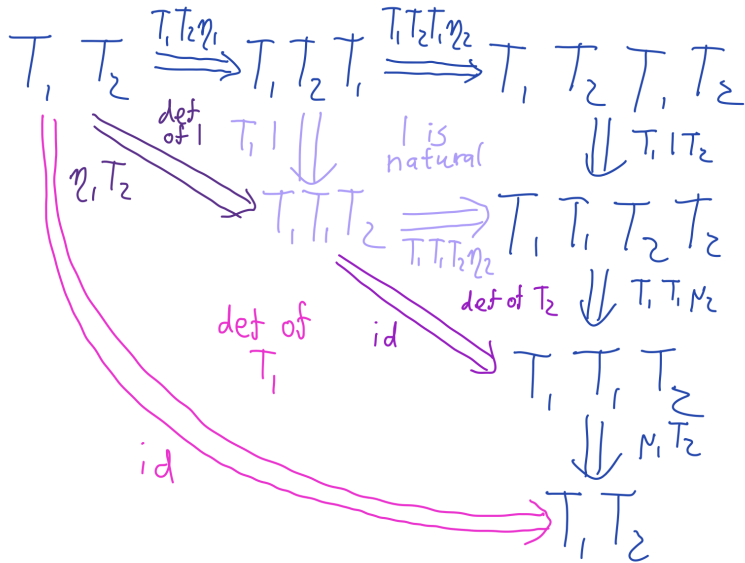
**Making Slides**

Miscellaneous tips

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# This slide might not be art

The following diagram commutes by definition.



## Some Tips for making Good Slides

- ▶ **One clear message** per slide
- ▶ Use **pictures** or other **visual aids**
- ▶ **Keep it simple**
- ▶ **Do not decrease font size** unless you don't want the back row to read your slides

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- ▶ Finally: **giving good talks is difficult, and practice makes perfect**. It is a continuous incremental improvement.

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**Conclusion**

All talks end with a conclusion/summary of the key points

This one as well.

# Summary

- ▶ Giving good talks is difficult, but **practice makes perfect**
- ▶ Design your talk for **the audience**
- ▶ Always start your talk by **connecting to the audience** by providing **context and motivation**
- ▶ **Manage your time** and **focus on the main message**

# Summary

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- ▶ Design your talk for **the audience**
- ▶ Always start your talk by **connecting to the audience** by providing **context and motivation**
- ▶ **Manage your time** and **focus on the main message**

**Note:** I did not tell everything, and online you can find many good guides/tips