

# The Memorable Professional Talk

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# Introduction

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- ◆ Why give a talk at a conference?
  - professional way to communicate
  - networking
  - warm up for teaching, and professional presentations

# The Key Points

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- ◆ the abstract
- ◆ be interesting
- ◆ be organized
- ◆ be clear
- ◆ keep it simple
- ◆ after the talk

# The Abstract

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- ◆ the abstract is an advertisement for your talk
- ◆ informative and perhaps catchy title
- ◆ communicate what you want to say in a few sentences.
- ◆ potential audience will consider going to your talk for only a few seconds

# Be Interesting

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- ◆ select an interesting topic
  - motivate why the audience should be interested
  - use examples
- ◆ establish rapport with the audience
  - eye contact
  - strong voice
  - humor if you are good at it
  - start and end with zest
- ◆ roll with the punches

# Be Organized

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- ◆ introduce yourself - joint work?
- ◆ intro/motivation - example
- ◆ background - be brief
- ◆ state main results - no proofs
- ◆ example/application
- ◆ further research (time permitting)
- ◆ leave time for questions

# Be Clear

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- ◆ use uncluttered overheads, with a large font
- ◆ organize talk to maintain logical clarity
- ◆ be correct
- ◆ use picture and visual aids where appropriate
- ◆ use examples
- ◆ don't assume too much background

# Keep it Simple

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- ◆ know your audience.
- ◆ assume your audience has a general background.
- ◆ use well-chosen examples and pictures
- ◆ don't over-generalize

# After the Talk

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- ◆ have preprints available with contact info
- ◆ carry on with discussions stimulated by the talk
- ◆ be interested in other peoples work