The Memorable Professional Talk

S. Allen Broughton
Supported by NSF-REU grant #0097804
Introduction

Why give a talk at a conference?
– professional way to communicate
– networking
– warm up for teaching, and professional presentations
The Key Points

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

- 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

- 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

- 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

- 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

- know your audience.
- assume your audience has a general background.
- use well-chosen examples and pictures
- don’t over-generalize
After the Talk

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