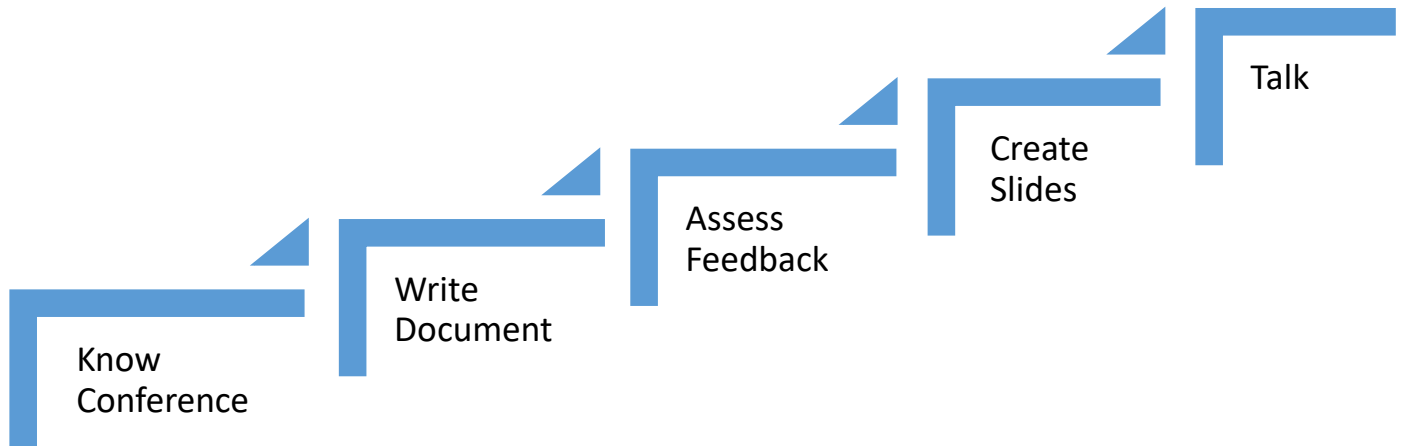


# Getting To Present

Anne Meixner, PhD



## **Know**

What do you have to present? Where's your destination?

Research technical conference(s) at which you want to present. Information sources: People on the program committee, previous papers/talks, conference guidelines.

Types of events: Workshop, Symposium, Summit, Conference

Types of presentations: Demo, Poster, Talk

## **Write**

What will you be writing?

- Abstract: 2-3 paragraphs
- Extended Abstract: 1-2 pages
- Paper: 4-10 pages

Writing is useful for you—a thinking process that can give clarity, identify gaps and holes in your approach.

Conference Writing Goal: Communicate your ideas to others without you being there to explain.

Writing takes effort. Make the plans to be successful which involve knowing your reader, making an outline, working with co-authors and soliciting feedback. Use your time effectively to tackle fresh copy, edit your text, create figures and graphs, research references.

Your document needs to address the topic, motivation, your work, your results and implication.

### **Assess**

Feedback from the conference reviewers is a gift. No matter the decision of reject or accept. Use it to reach your destination. Improve your submission, delay arrival, find a new destination.

### **Create**

Keep your audience at the forefront as you create your presentation. Poster and Demos provide an interactive discussion. A talk provides uninterrupted presentation with Q&A afterwards.

Poster and Slides content advice: Wording- "Less is more," Balance images and text, Be mindful of colors and fonts, Use SmartArt, Consider animation when appropriate.

Focus on timing of your presentation not the slide count.

### **Talk**

Practice, Practice, Practice and adjust your presentation content accordingly.

Your practice helps with "Day of the Talk" jitters.

Dress professional and for comfort.

Hydrate well and take a few deep breaths.

You have reached your destination which is to share your work with your peers.

### **Summary**

Know the Conference → Write the Document → Assess the Feedback → Create the Presentation → Talk at Conference