How to Prepare a Talk On Your Research Project

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What Are You Presenting?

• This will be an overview of the project you did.
• Decide in advance what your message is.
• This is not an exhaustive report of what you did, but should give the reader the highlights and a bottom line.
• It should be geared specifically for the audience you will be talking to.
Title Slide

• Title:
  • Short and to the point
  • Directs people to what you did

• Authors:
  • First is you
  • Mentor is last – senior position (this holds for manuscripts too)

• Institution:
  • Departments and institutions where work was performed.
How to Organize

- First, some background to the problem
- Second, why it was important to do
- Third, how you accomplished your goals
- Fourth, what you think the significance is
- Be clear and concise
- Assume no knowledge by the audience, unless you’re presenting at a specialty conference
# Slides/Section?

*(Less Is More)*

- **Title and names**
  - 1

- **Background**
  - 2-3 (Remember no one knows what you do about the topic)

- **Importance**
  - 1 (Make sure your audience understands why this is important to do. If this is hard to do, rethink the project)

- **Methods**
  - 2-3 (Don’t give too much detail, just enough to make your plan clear.)

- **Results**
  - 3-4 (This is the heart of the talk)

- **Significance**
  - 1 (What does it mean that you fulfilled your goals?)

- **Future Plans**
  - 1 (Where is this leading?)

- **Acknowledgements and Thanks**
  - 1 (Be generous)
Tips - 1

- Pick a color scheme that works.
- Practice in front of the mirror and, if possible, a friend. It will help you to identify what you would like to improve upon in your delivery.
- As you proceed, stop and ask if there are any questions. This gives you a breather.
Tips - 2

- Speak slowly, even more slowly than you think necessary.
- Make eye contact
- Look to see if your audience seems to be following you.
- Make a mental note of anything you would like to change next time.