

Keeping it simple I – How to present

Huub C Gelderblom, Christina Chang, Thumbi Ndung'u and William Carr

The purpose of a presentation: To communicate and share your ideas

Presenting and critical thinking are acquired skills. View a presentation at HPP as an opportunity to practice these skills. Use these guidelines as a CHECKLIST to structure your presentation. A structured rehearsed presentation will make it easier to present.

How to present

- KEEP THE MESSAGE SIMPLE. Think of a presentation as a series of road signs. Think about your slides as if you are passing them at 100 km/h. Use bullet point sentences that are as short as possible without losing the essence or changing the meaning. Graphics are easier and quicker to interpret than words.
- Keep simple PRIMARY COLOR background colors
- Put the message of your slide as the title.
- Use no less than 24 font. Keep to Arial font. If the text is too small – omit it
- Tailor your presentation to your audience. Is it a lay audience or do they know all the ins and outs? Bus driver? Mother in law? Patient? Fellow students? Scientist? HIV researchers? How much background is needed? How much detail can you go into? Use the bow-tie method.
- Tailor your presentation to how much time you have. Do not overload your audience with too much information on too many slides.
- 1 SLIDE = 1 MINUTE, 20 MINUTES = MAXIMUM 20 SLIDES.
- Stand up when you present. Look at your audience. Engage your audience. Own it! Sell your story!
- TAKE TIME TO PREPARE BEFOREHAND – Outline your talk – to identify the keep points you want to make. Leave out unnecessary information. If you are not going to discuss it – omit it.
- REHEARSE Write down what you want to say. Print hand outs and make notes. This helps you get through your presentation if you are nervous. Rehearse your presentation to see if you have a good flow, and to see how long it takes. Is the sequence right? Look at your slides in 'Slide sorter view'.
- Try to come up with sentences to bridge the transitions between slides.

Discussion

- You are the one in control, so manage the questions.
- When asked a question you can repeat the question or say: "That is a very good question!" This gives you time to think about your answer, and it stimulates further discussion. DO NOT embarrass or condescend someone asking a question.
- Answer all questions as directly as possible. If you don't know the answer admit it, but then later do your homework to find the answer.
- Ask your mentor and peers to give you detailed feedback after your presentation.

Keeping it simple II – How to present at HPP Research Update

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The goal of Research Update for the presenter is to:

1. Learn how to present per se
2. Learn how to present your own research
3. Critically analyze your own data
4. Receive feedback and constructive criticisms to improve your research

For the **audience** the goal is to learn all of the above as if they were the presenter. Everyone in the audience should ask themselves how they would improve the work and what it would take for them to be convinced of the findings.

The Research Update presentation is an opportunity to practice and grow as a scientist. Use these guidelines as a CHECKLIST to structure and rehearse your presentation.

Role of the supervisor

- Discuss with your supervisor what to present. You don't have to present all your research at once.
- Review your presentation with your supervisor. If your supervisor is not available arrange that the moderator reviews your presentation. YOUR PRESENTATION MUST BE REVIEWED IN ADVANCE.

Role of the moderator

- Introduce the speaker
- Keep time (20 minutes presentation and 10 minutes discussion)
- Moderate the discussion.
- The moderator will confirm your slot with you 2 weeks beforehand.
- Review your presentation if your supervisor is unavailable.

How to present

- Please check the general presentation instructions (Keeping it simple I – How to present).

How to present your research

- If you present published work you must mention this at the start of your presentation.
- Present a coherent story as if you are presenting a poster or a paper. Break it down.
- Take the audience through your work in logical order:
 1. Introduction
 2. Materials and Methods
 3. Results
 4. Discussion
 5. Conclusion
- Be prepared for feedback and constructive criticism that is meant to improve your research. We are here to help each other learn and develop as scientists. It is better to learn the flaws of your research before you try to publish it or present it in a public forum.
- Ask your mentor to give you detailed feedback after your presentation.

Keeping it simple III – How to present at HPP Journal Club

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The purpose of Journal Club for the presenter is to:

1. Learn how to present per se,
2. Learn how to present a journal article, the essence and the relevance
3. Learn how to critically assess a journal article.

For the **audience** the goal is to learn all of the above as if they were the presenter. Everyone in the audience should ask themselves how they would improve the work and what it would take for them to be convinced of the findings.

Journal Club is an opportunity to practice and grow as a scientist. It is better to learn the flaws of a paper before you go chasing after the latest trend or try to pursue further research on an artifact. Use these guidelines as a CHECKLIST to structure your presentation.

How to present

- Please check the general presentation instructions (Keeping it simple I – How to present).

How to present a paper

- Pick a paper from one of the top journals, a paper that is relevant to what you do is best. A paper too far away from your area can be tricky. You may have trouble explaining techniques that you are not familiar with. We assume that you know what you are talking about. Ask your mentor if you have doubts.
- Summarize the paper. Break it down. Mention the key points of each section without restating everything. Use the figures from the paper. Use bullet point sentences without losing the essence or changing the meaning. DO NOT COPY AND PASTE COMPLETE SENTENCES OUT OF THE PAPER ONTO A SLIDE.
- Take your audience through the essence of the paper in the usual sequence:
 1. Introduction
 2. Materials and Methods
 3. Results
 4. Discussion
 5. Conclusion

Discussion of a paper

- Mention what you liked about the paper and what you did not like about the paper.
- State whether or not you believe their conclusions and why.
- Address the faults of the paper (Every paper has faults) and the good points of the work.
- Questions from the audience?
- Ask your mentor to give you detailed feedback after your presentation.