

Efficient Scientific Presentations (a practical course)



**Euskadiko
Biologoen
Elkargo Ofiziala**

Colegio Oficial de Biólogos de Euskadi

Course description

Slide presentations are now the most common way of getting our work and ideas across to an audience. Despite their widespread usage, however, it is surprising how ill-prepared and inefficient most of us are in communicating our message.

Consciously or not, we all transmit a message, but when we have to back up a discussion with a slide presentation, we need to be aware of all the different factors involved in communicating: the idea we want to transmit; the best language for the target audience; the available time; the design of the slides; our own image, etc.

It all seems so obvious and we all think we're up to the task. Yet somehow, the reality is that we've all had to sit through boring, confusing presentations, that run over time and don't get the intended message across. In a word: ineffective.

The aim of this course is to allow participants to get to know and practice the languages that make up communication, to structure a presentation, to prepare the slides properly and to interact with the public in a way that gets across the message they want to convey.

Objective

On completion of the course, attendees will be able to give a competent short talk after practising and preparing their presentation during the sessions.

General skills



The message: defining the purpose of the presentation.



The audience: knowing who you're talking to and adapting to them in order to transmit credibility.



Planning: preparing a script, structure and way of starting and concluding the presentation.



The slide: acquiring graphic design concepts to communicate clear ideas, powerful messages, etc.



The person: knowing the importance of voice, posture, image, look and gestures.



Stress control: knowing how to prepare, how to cope with nerves, etc.



English: practising phonetics and intonation avoiding typical mistakes.

Targeted at

People working in the world of science (graduates, PhD students, doctors and researchers) who need to give presentations at conferences, meetings, theses, etc.

Methodology

The course will be given by five lecturers with professional and teaching experience in communication.

Group dynamics, practical exercises and delivery of contents will be facilitated by two or three teachers simultaneously. For some activities students will be divided into smaller groups to guarantee maximum participation and guided practice for all.

We believe that a methodology with diverse, enjoyable and entertaining exercises is the best atmosphere for learning in, creating a relaxed atmosphere in which students can feel comfortable and give their best.

Teachers



Cinta Altés

Teacher, Scientific translator
BSc, PhD in Biology
Yoga teacher



Vega Asensio

Scientific illustrator and designer
BSc, PhD in Biology



Larraitz Bilbao

Personal Image consultant



David Fogarty

Managing Editor - Int. J. Dev. Biol.
BSc, PhD in Neuroscience



Tim Nicholson

Teacher, Translator and Linguist (B.A.)



Mark Parsonage

Teacher and Scientific translator
BSc, RS Biology

Programme: programme and schedule will be adapted to the specific needs of the group.

We recommend a total of 15-18 hours class time, divided into 3-4 sessions. Sessions can be spread over a number of days –for example one lesson per week– to allow participants to prepare the material to work in class.

Day 1

- Welcome, course presentation and ice-breaker.
- "Elevator pitch" of teachers and introduction to the course.
- Communication Skills (I): Sending messages: verbal, nonverbal and para-verbal.
- Exercises: "Elevator pitch" of participants.
- Brief introduction to English phonetics (I).
- How to design a scientific presentation (I): Preparing your material carefully and logically. Text and slides.

Coffee-Break

- Typical mistakes and errors made by non-native speakers in both spoken and written English.
- Workshops (I): Intonation and Stress/Relaxation (2 groups).
- Communication Skills (II): Para-verbal - Theory & practice.
- How to design a scientific presentation (II): Tell a story. Text and slides.

Programme

Day 2

- Communication Skills (III): non-verbal + Tips to manage stress when speaking in public.
- Pronunciation Exercises: stress.
- How to design a scientific presentation (III): Send clear and concise messages. Text and slides.
- Communication Skills (IV): Image.

Coffe-Break

- Communication Skills (V): how to manage the “Q&A” session.
- Workshops (II): Pronunciation Exercises/Personal Image/Relaxation (3 groups).
- Communication Skills (VI): Numbers, figures and graphs.
- Dynamic exercises and presentations of participants.
- Comments and Summary.

Programme

Day 3

- Revision of all classwork.
- Putting theory into practice: "Real" presentations with Power-Point.

Coffe-Break

- Putting theory into practice: "Real" presentations with Power-Point.
- Comments and summary.
- Course evaluation and presentation of certificates.

Organizer



Contact

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**Looking forward to
hearing from you!**

WE LOVE PUBLIC SPEAKING

Two overlapping red circles are positioned in the bottom right corner of the page. The circles are solid red and overlap each other, with the top-right circle partially covering the bottom-left one.