

MME Graduate Seminar Series

Guidelines for preparing the seminar presentation

- Presentation
 - Presentation should not exceed 10 minutes
- Title Page
 - Include a simple, but thought-provoking title as the focus of the first slide
 - Minimize the impact of your personal information
- Outline
 - Provide an account of the major sections of your presentation
 - You may use the Survey-Signpost-Summary Method to organize the content of your talk
- Introduction Slides
 - Provide a brief background of the broader area of your presentation topic
 - Within this background, establish the rationale for your contribution to this area of research
 - Provide a brief review of previous studies and the motivation for the presented work
 - Within this review, establish the necessity for your study
 - Indicate preliminary hypotheses
- Objectives and methodology
 - Describe the objectives of the presented work in a clear and concise way
 - Briefly explain the methodology you are using to meet the objectives in a simple way without getting into too many technical details
- Results
 - Present only main results. If the parameter/variables presented in the results are specific, then make sure to describe them in simple terms
 - Present the results in a clear format. The axes, their labels, data markers and their legends are clear and large enough for the audience in the back row to see without any problem
 - Where applicable, results should be presented and supported with appropriate statistical analyses
- Conclusions
 - Provide clear and concise conclusions understandable by the general audience
 - Relate the conclusions to the objectives described earlier
 - Highlight the originality of your work
 - Emphasize the value of your work to further progression in research on this topic
 - Appeal to the “Bigger Picture” perspective
 - Mention areas for further study

Other considerations

- Avoid showing complex mathematical equations. Show only the equation(s) necessary to link your results and conclusions
- Any sketches or diagrams should be simple and properly labeled
- Do not allow technology to overshadow you and what you have to say
- Avoid too casual dressing when presenting. May consider semi-formal dressing (e.g. dress shirt)