#### **Presenting your Proposal**

# Guidelines for an effective presentation

#### As with any presentation...



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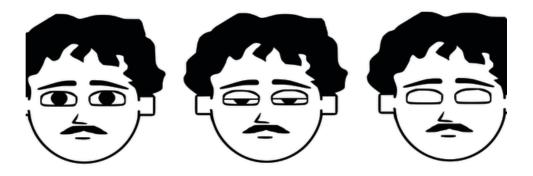
# How do we prevent this?







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#### How do we achieve this?



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#### Three Main Elements of a Presentation

Content

Expression

Visual aids

## First, consider...

What are the *purpose* and *aims* of your presentation?

## For your presentation

Purpose and aim:

To present your proposal to an NSF panel and succeed in having it selected.

## Second, consider...

Who is your audience?

#### For your presentation

#### Audience:

- Keen interest in the topic
- Background in some area of science and/or education
- Will respond through decision
- Other considerations?

# Third, consider...

How much time do you have?

#### For your presentation

- Max. of 8 min. to present
- Max. of 7 min. for Q&A
- Max . 8 slides

# Then, you're ready to...

Plan the content.

# Plan the Content to Fit

Your purpose and aims

Your audience

Your time limit

# Preparing the Content

- Decide on main points
- Outline them
- Organize them
- Develop them

#### Be selective

Decide what information is necessary to convey each key point.



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## Plan your conclusion!

What are some possible ways of concluding this particular presentation?



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#### Expression

Some "mechanical" principles for delivering effective oral presentations.

# Volume: make sure everyone can hear you



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# Maintain eye contact (why?)



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# Pacing: don't speak too quickly

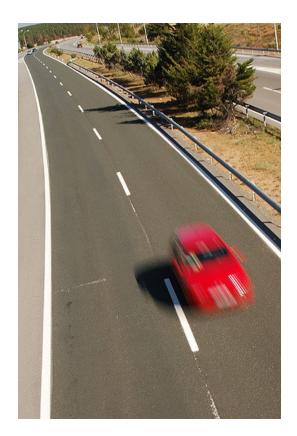


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# Avoid distracting gestures (physical & verbal)



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## And finally....

 Understand your own strengths and weaknesses as a speaker

For this presentation, set specific and realistic goals

#### Visual Aids

What are some principles of effective slide design?

## Guidelines for your presentation

#### Purpose and aim:

To present your proposal to an NSF panel and succeed in having it selected.

## Guidelines for your presentation

#### Audience:

- Keen interest in the topic
- Background in some area of science and/or education
- Will respond through decision
- Other considerations?

## Guidelines for your presentation

- A maximum of 8 minutes
- Time for 1 question
- Max . 6 slides (+ title slide)



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#### The end

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