

## How to present at international conferences

*Gunther Tress, Tress & Tress, Munich*

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| <b>Date &amp; Time:</b>      | May 2 – 4, 2016  | 9 am – 5 pm |
| <b>Location:</b>             | AWI Potsdam, seminar room 1, house H                       |             |
| <b>Language:</b>             | English  |             |
| <b>POLMAR credit points:</b> | 3  |             |
| <b>Registration:</b>         | <a href="mailto:info.polmar@awi.de">info.polmar@awi.de</a> |             |

Please note: We accept expressions of interest for this course until March 20. Preference will be given to participants from AWI Potsdam who are actually registered with a talk for a conference, but others are welcome if vacancies remain. Final list of participants will be communicated by the end of March.

Please answer the following questions when applying for this course:

1. Name:
2. I am registered for the following conference(s); please indicate full name and date.
3. I am accepted with a talk / poster
4. I am still waiting for confirmation for a talk / a poster
5. I am planning to register for the following conference; please indicate full name and date.

### Course content:

This training course provides strategies and techniques to help you give a first-class paper at international scientific conferences. You will learn how to prepare and structure a presentation and understand what makes presentations memorable for the audience. Based on a presentation you prepare beforehand and deliver during this course, we provide you with detailed feedback and instructions on how to communicate more effectively. Your presentation is video-taped to help you self-assess and improve your presentation skills. This video is made available only to you. With the aid of a set of tried and tested instructions, you revise and re-work your presentation and then have the opportunity to deliver it a second time.

### What you learn?

- How international conferences work
- How to prepare for different types of audiences

- How to define presentation aims
- How to structure the presentation
- How to write the script of a presentation
- How to prepare slides
- Effective use of written language
- How to design, illustrate and provide visuals
- Effective use of oral language
- Effective use of body language
- Effective use of media
- Efficient timing & rehearsing
- How to cope with stage fright
- How to respond to questions
- How to avoid common mistakes

**Target group:**

Participants who have little or no experience with international scientific conferences and are about to prepare a presentation of their research results for an upcoming conference.

**Students' comments about this course:**

- *“Very good content, all important aspects were covered, good amount of theory and exercises (good switches): All in all, a very helpful course!”*
- *“I liked that we were presenting in front of the group, got feedback, also on presentation style (body language), got a video of my presentation, had time to revise the presentation and presented it a second time!”*
- *“I expected the course to show me ‘weak’ points in my presentation style. That’s what it did.”*
- *“Great that there was a lot of feedback without pointing at people.”*
- *“Videos were very helpful for self-reflection.”*
- *“I had my conference presentation last week right after the presentation skills course. This was my first talk at a larger conference. The course helped me a lot to give a very good talk focusing on one clear message. I got very good feedback from colleagues in the audience! In addition I felt much more self-confident (although I was nervous) because I rehearsed it a lot and fulfilled lots of criteria we learned during the course.”*

**More information:** <http://www.tress-tress.com/>

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*Our courses are generally free of charge for all participants. However, they do have a price and can cost as much as 150 € per day per student. Please take this into account when cancelling your place on the last minute.*

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