

Presenting Your Research: Quick Tips & Checklist



Giving a Research Talk

Know your Audience

- Make first 1/3-1/2 of your talk broadly accessible.
- Explain definitions and concepts with simple examples.
- Avoid complicated definitions and notation, if possible.

Structure & Design

- Clear Opening: What's the big question? Motivation for research?
- Background→Methods→Results→Conclusion→References & Acknowledgements
- Save time for Q&A

Delivery & Engagement

- Speak slower than you think you should.
- Make eye contact, not screen contact.
- Use visuals, not text blocks.
- Tell the story behind your research.
- Practice!
 - In front of others
 - Timed



Presenting a Research Poster

Know your Audience

- Explain (aloud) definitions and concepts with simple examples.
- Avoid complicated definitions and notation, if possible.
- Ask about their background and adjust what you say accordingly.

Structure & Design

- Don't clutter the poster.
- Use pictures, figures, graphs, tables, etc. to break up text.
- Label sections with headings
- Anticipate questions

Delivery & Engagement

- Prepare simple and more in-depth explanations (<5 minutes long)
- Make eye contact, not poster contact.
- Use visuals, not text blocks.
- Tell the story behind your research.
- Practice!
 - For folks in your discipline and those not

👉 Remember: A presentation is not about showing everything you did — it's about helping your audience understand and remember the most important parts.

Pre-Presentation Checklist

- ☐ I practiced my timing and delivery and prepared a short summary or “elevator pitch” of my project (~2 minutes).
- ☐ I have kept it simple (as much as possible).
- ☐ I've anticipated 2-3 likely questions.
- ☐ My visuals highlight the main points (not every detail).
- ☐ The flow of material tells the story of my research.