

Presenters's Checklist

Computational Pangenomics – Summer 2020

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A presenter's checklist

1. What is the key thing the audience should remember?

A presenter's checklist

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2. Is there enough background material for the intended audience?

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3. Is any material unnecessary?

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4. Could some of the material be left for people to read about later?

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5. Is the talk self-contained?

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6. Does the talk have a motivating preamble?

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7. Have complex issues been presented in gentle stages?

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8. Are the results explained?

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9. Are the numbers necessary?

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10. Are more diagrams needed?

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11. Have you cited all shown material that is not your own?

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12. Are the slides simple?

- ▶ Have you been sparse with text?
- ▶ Do the slides have unnecessary ornamentation
- ▶ Do you use distracting colors?

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13. Is there any unnecessary animation?

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14. Are the font sizes reasonable?

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15. Are there enough examples?

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16. Have you rehearsed the talk?

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17. Have you prepared something to say about each slide?

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18. What were the limitations of the research?

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19. Do you explain why the research is interesting or important?

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20. Is there a clear conclusion?

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21. Have you memorized the talk?

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22. If you are asked a question you cannot answer, how will you respond?

A presenter's checklist

23. Have you rehearsed your manner?
Will your enthusiasm show?

A presenter's checklist

23. Do you know how to use the equipment?