

REPORT

To: MEDOW

From: Mohammad Meraj Alam

Subject: Lecture By Miss Birte, Akti Kursus i Kommunikation

Date: Monday, June 15, 2015

On the first day of our MEDOW summer meeting, Denmark 2015, a lecture by Miss Birte from Akti Kursus i Kommunikation on an interesting topic "How to give powerful presentation" was delivered. The lecture was exceptionally focused on the effective style of presenting ideas not only verbal, scientific and engineering stuffs but also concentrated on body language of the presenter. Some on field experiences were shared by Miss Birte together with collaborative real time activities. The Early stage researchers actively took part in the presentations. One of the valuable and handy material distributed to all of the researchers is a small, laminated paper, with helpful hints for presentation printed on it.

It is worth to mention few of the points that should be taken into consideration while presenting:

Before the presentation

- Have extra topics ready for extra time
- Prepare and use only $\frac{3}{4}$ of your time, reserve the rest for the audiences
- Do a rehearsal
- Memorize opening and closing remarks
- Organize a timekeeper

During the presentation

- Smile and Keep eye contact
- Vary your vocal pitch and volume
- Remember your facial expression and gesture
- Show enthusiasm about your subject
- Be humorous and Involve your audience as much as possible

After the presentation

- Make notes on time and other participants
- Write down comments and suggestions and Evaluate your presentations