

Simple Rules for Making Effective Technical Presentations Anywhere!

By Dr. Ecevit Bilgili

It can be argued that following a set of simple, golden rules, a graduate student can make effective presentations in a variety of events: research group meetings, society conferences, specialized conferences, PhD Thesis Defense, and non-technical community meetings as well as company interviews. The rules pertain to what to know before making technical presentations, to the preparation of presentation on some software being most probably PowerPoint, and to the delivery of the presentation material. These rules can perhaps be found in some books, but I derived some of them through experience and vicarious learning in my academic and industrial career over the years: most of them being common sense! But, some involve concepts from psychology. After delivering more than 40 national/international presentations and 9 invited seminars in universities and companies in 4 different countries effectively and learning from others' presentations in technical meetings, I became a firm believer of the aforementioned simple rules.

I have purposefully designed the presentation material for a dual-role. Not only does the presentation deliver the simple rules, but also it will serve as a mini-tutorial for future reference. In view of that role, the current presentation itself does not aim at being an example of a "good, visual presentation", it is rather more concerned about providing a mini-tutorial. On the other hand, the presentation will illustrate some do's and don'ts through several presentations that were previously delivered at various forums.

Dr. Ecevit Bilgili
Assistant Professor
Department of Chemical, Biological
and Pharmaceutical Engineering
New Jersey Institute of Technology
161 Warren St. 150 Tiernan Hall
Newark, NJ 07102
Phone: 973-596-2998
E-mail: ecevit.a.bilgili@njit.edu