

Proposal Defense Tips and Guidelines

In order to make the Proposal Defense a more fruitful event for both you and the audience, we suggest the following key points that presenters should keep in mind:

Rules of the Presentation:

1. The student should present research for the Ph.D. thesis.
2. Presentations will be limited to 20 minutes per student. In most academic conferences you are limited to 15- or 20-minute presentations. Since the goal of these presentations is to improve your research, we will give you more time for a question-and-answer session.
3. Each presentation will be allocated up to 20 minutes of question and answer period.
4. The Chair of the meeting will give you a warning when you have 5 minutes and 1 minute remaining. Please end your presentation when you have 1 minute remaining. Even if you have additional material to present, your time is finished, and you should stop presenting. (If you do not stop, the chair may cut you off. Taking more than your allocated time prevents others from using their time, which is disrespectful to the audience and your colleagues.)
5. If you use computer slides, please load them on the computer 15 minutes before the presentation period begins. This means you should arrive early, load your files onto the computer, and then be seated. This prevents wasting time between presentations.

Helpful Tips for Presentations

- Avoid using too much text on each slide. Use slides for visual aids, not for communicating content.
- Provide a 1-page double-sided handout to the audience with the main points of your presentation. (Do not print your slides as your handout.)
- Practice your presentation in front of a mirror or video camera and time your presentation to be sure it is less than 15 minutes.
- Avoid reading your notes. You should know the material and the important points.
- Focus on only the important points.

The job of the presentation is to get us interested in your work and understand the most important aspects. It is an advertisement for your work. Do not try to communicate everything - Only the important points!

- Speak clearly and slowly. Sometimes different accents make it hard to understand, so try to speak as clearly and as slowly as possible.
- Try to explain without jargon (or define the jargon when you use it), so that people in other fields can still understand your work. Keep it Simple!

Please inform your supervisor, your friends, and colleagues that you will present at GRIPS. We encourage you to consult with your supervisor regarding the content and appropriateness of your topic before your presentation.