

Guidelines for a Palaver talk

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May 12, 2014

Guidelines for a Palaver talk I

The Palaver is no working group meeting.

The aim of your talk is to **inform** them about the things going on in their scientific neighbourhood - **not to account** for your recent research.

Guidelines for a Palaver talk II

Appreciate your audience

The audience is **mixed**: there are Professors as well as Bachelor students attending the Palaver.

Guidelines for a Palaver talk III

Mention who you are and what you do first.

Not everyone in the audience knows you by sight. **Introduce yourself**, mention the **group** you work in and the **field** your topic belongs to.

Otherwise it might be difficult to picture what you are going to talk about, especially for unacquainted attendants. If you are a PhD student, in which year? Have you been abroad or are you a guest scientist?

Guidelines for a Palaver talk IV

Introduce your topic.

Tell what your group does, what you do, **why you do it** and especially **why you don't to it** in a different way. Are you a Lattice guy? Do you do transport theory?

Guidelines for a Palaver talk V

Focus on overall connections

The palaver is a chance to **realize hidden links** between your topic and the common research area of your audience. Emphasize **similarities, not differences**.

Guidelines for a Palaver talk VI

The less formula the better.

People will not be able to follow or remember **long formula**. **Leave them** out and explain what they express instead.

Guidelines for a Palaver talk VII

Mention your methods.

Do you do analytical calculations by hand? Do you write codes? Do you interpret results? Tell the audience **where** the numbers and plots you show come from!

Guidelines for a Palaver talk VIII

Enrich your citations

Refer to your **colleagues**: Which persons in and outside the institute influenced or inspired your work? Can you mention review papers for a kick start into your subject?

Guidelines for a Palaver talk IX

Give the audience time.

Remember: The audience has **probably never** thought about your topic before. People for example **need time** to get used to a graph they are shown. Describe the obvious things like **axes labels** or the structure of an expression before you start to explain details.

Guidelines for a Palaver talk X

Speaking of time...

Don't underestimate **how long things take**. To explain a large expression with all its parameters might take 3 to 5 minutes. Do describe a single figure might take at least 2 to 3 minutes. You present a 25 minutes talk – can you really provide enough time for all your figures? If not, **leave them out**.