**Methods for Dummies**
**2020/2021**

**Guide for Presenters**

So, you've agreed to do a presentation on a topic you probably know not very much about! Right now this may seems a little scary, but remember that the people you will be teaching are people who, like you, know very little about these topics. In fact, after having prepared your talk, you will be miles ahead of them, as you will have become a bit of an expert on your topic.

Don't worry that you are not yet though. You will get help to prepare your talks from experts in the field, you will have previous years' talks to refer to, and most of you will have someone prepare your talk together with. Make sure you make use of all of these opportunities. Also don't worry too much about people asking you hard questions, most of the time the experts will be present during your talk to field the questions you can't answer.

Here we've compiled a little guide to help you prepare your presentation. Good luck, and we hope you enjoy the course!

Some basic rules

1. Honor the commitment you made to this course. This course runs by the virtue of the participants presenting the lectures. **If you drop out, you are letting down your course mates**. If for any reason you cannot present on the date to which you have committed, try to swap with someone else, and inform us at least three weeks in advance.

2. Each talk will be 45 min + 15 minutes for questions. Generally it should introduce the relevant theory followed by a practical step-by-step walk through the SPM12 interface.

3. We will be basing the course around SPM12

4. Do not simply copy last year's slides. You can use these slides to see how previous presenters structured their talks, but prepare your own presentation. It will be much more intuitive to present if you have constructed it yourself.

A little timeline

2 weeks in advance

- Collecting material, and read up on the topic you'll be presenting. See resources part of the website. Make sure you make full use of all the listed resources!

- Meet up with your co-presenters, and divide the work

- Prepare your presentation

1 week in advance

- Discuss your presentation and any outstanding issues with the expert - Practice your presentation

Day of the presentation

- Make sure you arrive 10 mins early to set up your presentation, so we can start on time!

<u>One last comment</u>

The quality of the course depends on how much you as participants are willing to put in, so the more you put in, the more you will also get out.

Please bear in mind that we've had lots of requests for practical examples. When possible, please include such examples or even a short demonstration on the user interface, to illustrate what you are describing.