

Bioengineering and Toxicology Seminar Guidelines

- BE graduate students are each expected to give a BATS talk during both their third and fourth years
- **Official policy:** This seminar series is intended to provide graduate students in the Department of Biological Engineering with a valuable experience in public speaking and in the presentation of research findings. As such, all students in BE must register for 20.200 for the Fall and Spring terms each year (1-0-2 units credit; P/D/F) and attend all of the weekly seminars. Faculty and students are reminded that no BE graduate student will be excused from speaking in the seminar series for any reason; missed presentations must be rescheduled.
- **General guidelines:**
 - Timing: 15 minute presentation with question period afterwards
 - Arrive 15 minutes before to set up your presentation (11:45AM)
 - 3rd year students present in the Fall, 4th year students present in the Spring
 - Content: A good seminar should be more than just a data presentation. It should tell an interesting story and keep the audience engaged and intrigued.
 - Presentation components:
 - Introduction (background, knowledge gap, main message)
 - Methods and Results (what you did, your results, and what they mean)
 - Summary/conclusion
 - Speaking assignments are made by online submission form at the beginning of each semester; you will receive information from BE IT regarding sign-ups
 - Coordinate with your advisor to make sure they can attend your talk

BATS Objectives

As a **SPEAKER**:

- Practice giving a scientific talk
- Develop your communication skills
- Connect to the BE Department
- Gather feedback on project

As a **LISTENER**:

- Develop ability to critique scientific talks
- Practice asking critical questions
- Exposure to science outside of your field
- Learn from the challenges and success of other projects

BATS Expectations

As a **SPEAKER**:

- Prepare a well-developed talk that fits the guidelines
- Engage with your audience to present something they can comprehend
- Interact with the Comm Lab to improve your talk

As a **LISTENER**:

- Attend all BATS talks
- Ask questions and evaluate their work
- Develop your skills at evaluating talks

Checklist

Preparation

- 2 weeks out:** prepare outline
 - Decide on topic, title, and thesis statement
 - Draft out slide titles or flowchart
 - Decide where data figures will be placed

- 1 week out:** get feedback on outline
 - Schedule BE Comm Lab appt
 - Email slides to BE Comm Fellow

- 3 days out:** schedule practice talk and make list of potential audience questions

Slide content

- Intro (2-3 minutes)
 - Attention getter
 - Preview of the presentation
 - Main message (one sentence you want your audience to remember)

- Main (9-10 minutes)
 - Explain methods (don't get caught in details)
 - Describe results (were they what you expected? what do they mean?)

- Conclusion (2 minutes)
 - Summarize results and conclusions
 - Present your future plan
 - Stimulate audience to think ahead

- Acknowledgements (should be brief)