

Recommendations from the Seminar Committee (2005-2006)

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General:

1. Be sure that your seminar topic is a hot research topic.
2. Be sure that you select a chemistry topic. In general, student seminars *focused* on biology, biochemistry, physics or math (with too many formulas) are not as well received.
3. The title of your seminar must reflect the content of your paper and talk, and should not be too broad.
4. Be sure that your seminar topic is not related to the research performed by you and members of your group.
5. Be sure that you focus (not just mention) most of your paper and seminar presentation on recent research (last two years).
6. Triple check that your reference format corresponds to the ACS requirements.
7. Provide references for all copied Tables and Figures.
8. For reaction Schemes, use *ChemDraw* instead of copying them from original papers.
9. Be sure that you do not have blurry Figures, Schemes, etc in the paper and on slides.

Paper:

10. Keep your paper within 10 pages.
11. Pay special attention to the abstract: remember that the abstract is not a summary.
12. Do not abbreviate words in the paper that are used only once.
13. If necessary, seek help at the Writing Center. This is important even for some native speakers.
14. Know the difference between Figures, Schemes, Equations and Charts.
15. Use Spelling and Grammar Check.

Talk:

16. Do not read slides.
17. Number all slides.
18. It is a bad idea to conclude your presentation with both a summary and conclusions.
19. Avoid too many Tables with too many numbers in them.
20. Be sure that (at least) names of all chemicals are pronounced correctly and carefully.
21. Keep your voice loud and not monotonous.
22. Be enthusiastic; convince your listeners that the topic is interesting, important and relevant.
23. Practice several times, preferably in AH 138.
24. Check the duration of your talk during a practice presentation.
25. Be sure your presentation is 40-45 min long; nobody will get an A for a 30 min seminar.
26. Use different colors; however, excess color can be more distracting than helpful.
27. Be sure that all slides are readable from the back of AH 138.
28. Animation is a good idea; however, too much animation can be distracting to some people.
29. Provide references on slides for all important information.
30. Maintain eye contact with the whole auditorium.
31. Do not wave a laser pointer.
32. Do not keep hands in pockets.
33. Avoid excessive arm movements, gestures.
34. Seminar introduction should not take more than ca. 10 min. (move on to the essence of the presentation.)
35. Be dressed neatly; look professional.