Seminar Evaluation Form - Winter Ecology of Birds

Presenter:_____   Observer:_____

Date:_____ Seminar Title:_____

For each skill set, rate as: 1 = unacceptable, 2 = poor, 3 = satisfactory, 4 = good, 5 = proficient

Skill Set	Rating					Evidence Supporting Rating
Organization Presentation was well organized and easy for the audience to follow.	1 ○	2 ○	3 ○	4 ○	5 ○	
Accuracy Information presented was scientifically accurate.	1 ○	2 ○	3 ○	4 ○	5 ○	
Clarity and Coverage Presenter clearly described all content & covered all necessary topics.	1 ○	2 ○	3 ○	4 ○	5 ○	
Relevance Content was relevant to the audience & the overall goals of the talk.	1 ○	2 ○	3 ○	4 ○	5 ○	
Message Presenter conveyed the most important messages for their topic.	1 ○	2 ○	3 ○	4 ○	5 ○	
Language/Accessibility Presenter's language was appropriate and accessible to the audience.	1 ○	2 ○	3 ○	4 ○	5 ○	
Delivery The delivery reflected an appropriate pacing, tone, pitch, volume & movement.	1 ○	2 ○	3 ○	4 ○	5 ○	
Use of Time Finished within allotted time, left time for questions, paced so the audience could understand the material without rushing.	1 ○	2 ○	3 ○	4 ○	5 ○	
Design of Slides Layout of material on slides was organized, suitable & effective.	1 ○	2 ○	3 ○	4 ○	5 ○	
Text in Slides Text was concise, clear, large enough to read easily & free of errors.	1 ○	2 ○	3 ○	4 ○	5 ○	
Figures in Slides Figures were clear, effective, easy to interpret, & engaging	1 ○	2 ○	3 ○	4 ○	5 ○	
Questions Presenter fielded questions skillfully with focused, clear & concise responses.	1 ○	2 ○	3 ○	4 ○	5 ○	
Presence Presenter was engaging, competent & comfortable in addressing the audience.	1 ○	2 ○	3 ○	4 ○	5 ○	

Tips for Effective Oral Presentations

- Always consider your audience - every decision you make about what to include in your presentation (content, illustrations, text, etc.) should be aimed at making the content clearer and more engaging for your audience.
- Visual aids are for your audience, not you. Include visuals that will make your content clear and engaging. So, consider font size, complexity (make it as simple as possible), clarity, aesthetic appeal. Never include a visual on a slide that you know your audience won't be able to see (e.g., because it's too small) or understand (e.g., because it's too complex).
- Whenever you have enough space for it, use horizontal y-axis labels. Vertical axis labels are a carryover from publishing, where space on a journal page is limited. For a visual presentation with a nice widescreen slide, you don't need to make everyone crane their necks to read your axis labels.
- Where possible, show results in figures, instead of tables (there's rarely an occasion where a table is more effective than a figure in a presentation).
- Keep text to a minimum. Your audience cannot read and listen at the same time, but they can read. So don't put tons of text on your slides, unless you want your audience reading and not listening.
- Your audience is trying to pay attention, but you can help them by distilling important information down into one clear, brief statement. For example, at the top of a results slide, include a caption that states very simply and briefly what the figure shows (e.g., "Urban birds had higher corticosterone")
- Respect your audience. They've taken time out of their day to be there, so try to come off as if you're enjoying presenting to them (even if you aren't) and never, ever go over time. Also, try to know your content well enough that you can deliver your talk in a fluid, conversational, and clear way.
- A picture is worth a thousand words. It can be very effective, and visually appealing, to show photos on slides that embody the concepts you will be talking about, rather than text.
- Don't flash past slides too quickly! Make sure you leave a slide up long enough for your audience to take it all in.
- You can use humor, audience interaction, pop culture references, etc. to engage your audience, but remember that your science should be the star of the show.
- Avoid excessive animations and ornamented slides.
- Use fonts (sizes and types) that are easy to read - e.g., avoid all caps and serif fonts, as they're harder to read on a screen, use high contrast in colours (e.g., dark background with light text or vice versa), and don't go below 24pt font (except maybe for photo credits and citations at the bottom of the slide). The smaller the screen size and/or larger the room, the larger the font you need to use.
- Make sure your presentation structure is clear and flows logically. If it's a long presentation, with lots of elements, consider using an outline to help the audience orient to where you are in the story.