

# IMA Seminar Feedback: Factors to Consider



Please keep in mind that the feedback should focus purely on the presentation style and not on the subject presented. Furthermore the feedback should have a motivating characteristic rather than judgmental one. It should include the negative as well as the positive aspects of the presentation.

Finally, here is a suggestion for the less experienced presenters: As you will know your feedback people in advance, why not contact them before the presentation and try to get some feedback on your planned presentation upfront! This would make the seminars a more enjoyable experience for everyone!

## Before giving feedback

- Allow presenters to feedback on how they think they performed. (During the presentation did they check on the audience? What was their own perception of their performance? What did they think the audience has taken away from the presentation?)

## Feedback on slide design

- Readability of the slides - text (font size), & pictures (size, simple)? Did the background colour make readability difficult? Did presenter check this before?
- Slides overloaded? - Excessive or insufficient information included.
- Right mixture between text & pictures?
- Good slide template with information about presentation/presenter?
- Did the slides work for the presenter to make his points clear (slides should be an aid for understanding the presentation)?
- Was the presenter using bullet points rather than long text on the slides?

## Feedback on content and structure

- Did the content of the presentation reflect the introduction of the presentation?
- Did the presentation deliver what could be expected from the abstract?
- Was there a clear structure to the presentation?
- Was the content understandable and interesting for all the audience given the experience and backgrounds of that audience? Was this considered in the preparation?
- Was the timing of the different sections about right (intro, background, main, summary)?
- Length of presentation (planned vs. actual)? Has the presenter checked the timing before? Did the presentation overrun or was it too short?

## Feedback on interpersonal skills

- Was the presenter clearly spoken, loud enough and well paced to allow the whole audience to hear?
- Body language?
- Did the presenter talk to the audience or to himself (eye contact)?
- How well did she/he handle the audience and how well did she/he react to questions asked (in between / at the end)?
- Was the presenter able to understand and reply to questions in a competent manner, showing they were knowledgeable in the subject area?

## Feedback on ownership consideration and references

- Has the presenter made a clear distinction between his/her own contributions and that of other researchers? Is the work of the others acknowledged in an appropriate way (e.g. through references on the presentation slides)?
- Are given references listed in full at the end of the presentation?
- Has the presenter provided some tips for further studies (e.g. a choice of his/her own papers related to the subject or a bibliography)?

# IMA Seminar Feedback Form



Use this table as a support when giving feedback. It is not meant to be a replacement for the verbal feedback after the seminar! Please communicate your points directly.

<p><b>Slide Template</b></p> <ul style="list-style-type: none"><li>• Page numbers</li><li>• Presenters name &amp; details</li><li>• Presentation details</li></ul>	
<p><b>Readability of Slides</b></p> <ul style="list-style-type: none"><li>• Font size</li><li>• Text overload</li><li>• Complexity of graphs &amp; tables</li><li>• Bullet points or long text</li><li>• Mixture between text and other content</li></ul>	
<p><b>Content and Structure</b></p> <ul style="list-style-type: none"><li>• Clear concept</li><li>• Matching audience level of expertise</li><li>• Timing (overall and different sections)</li></ul>	
<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"><li>• Clearly spoken, well paced, eye contact with audience</li><li>• Body language</li><li>• Pointer usage</li><li>• Response to questions</li></ul>	
<p><b>Ownership and References</b></p> <ul style="list-style-type: none"><li>• Clear distinction between own contributions and that of other researchers (which has to be referenced!)</li><li>• Acknowledgement of team work (where appropriate)</li><li>• References listed at the end of the presentation</li><li>• Bibliography (related to the presentation)</li></ul>	