

Presentation Requirements

Guidelines for academic presentations at the Department of Languages and Cultures of Southeast Asia

July 2021

I. General Information and Rules

Formalia

- Language: German or English, consult your Lecturer
- Times New Roman, Calibri, or Cambria (if you use vernacular scripts (e.g., Thai), please use Angsana New, which applies to both Microsoft and Apple)
- Legible font size must be selected for all texts (due to the changed standards between computer and projector, it is advisable to select a larger font size)
- Give a subtitle and number to all graphics and images on the slides (example: "1. The building of the AAI in Hamburg")
- Include origins of quotations on the slide (example: "I have a dream ..." - Martin Luther King)
- Mark interventions and omissions in cited texts with square brackets []
- Pages should be numbered in a visible manner

Visualization

- Visual presentation attracts attention, is memorable, and supports comprehension
- Images and graphics (tables, diagrams, schematic representations) help make facts easier to understand
- Images or graphics should be addressed during the presentation
- Slides must not be overloaded, i.e., contain too much information
- Slides are not a manuscript and should not contain long, formulated text, but rather bullet points or short sentences
- Color and typography should support the content and not distract from it!

Technology

- Before starting the presentation, the functionality of all devices and programs used must be checked independently
- To prevent technical problems, the presentation is to be saved as a PDF so that in case of any technical issues, it can be displayed in the correct format on other PCs
- Pay attention to [accessibility](#)! (provide an alternative text to visual objects, sufficient contrast between text and background color, no red-green color combinations)

Handout

- The handout contains the most important definitions, names, numbers, dates, and information of the presentation
- It accompanies the lecture and provides structural orientation
- The maximum length is 2 A4 pages
- It adopts the presentation's structure to make it comprehensible and accessible afterward
- The handout always contains a header with the following information

Example:

University of Hamburg

Asian-Africa-Institut

Department of Southeast Asian Studies

Course: "(course number and name)"

Lead facilitator: XY

Name: XY

II. Structure

General Information

- Presentations are divided into introduction, main part, and conclusion
- Name of the presenter, email, semester, matriculation number, subject, date of submission

Introduction

- Arouse interest (e.g., through questions, theses, or quotations)
- Give an overview of the structure of the presentation and explain its topic and goal
- Place the presentation in the overall context of the seminar and/or in the scientific discourse

Main Part

- The main part presents the content clearly and well structured
- Not too many facts and details, only a few focal points. Do not read out all of the key points!
- Use [signposting](#) ("I have shown that ...", "This fact is clearly seen in...")

Conclusion

- Should summarize the presentation
- If used, a question, thesis, or quote may be picked up here
- Draw a conclusion
- Questions for discussions should be formulated here

Sources

- The last slides are to be used for a list of sources and the bibliography
- The list of sources gives sources to all pictures and graphics according to their numbering on the slides
- In the bibliography, all content sources (monographs, articles, etc.) are listed alphabetically according to the surname of the author to whom reference is made in the academic work
- Only mention references that were used for the presentation
- Malay, Thai and Lao authors are put in alphabetical order according to first names mentioned: Thongchai Winichakul (not: Winichakul, Thongchai), Badriyah Haji Salleh (not: Salleh, Badriyah Haji or Haji Salleh, Badriyah)
- BE CONSISTENT!
- Citation styles: Harvard, [Chicago](#), [APA](#), or [MLA](#)

Sample Bibliography

Bounleuth Sengsoulin. 2016. "Buddhist Monks and their Search for Knowledge : an examination of the personal collection of manuscripts of Phra Khamchan Virachitto (1920–2007), Abbot of Vat Saen Sukharam, Luang Prabang", PhD dissertation, University of Hamburg.

Thoreau, Henry David, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34.
<https://doi.org/10.1086/690235> .

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

III. Assessment criteria

Content

- Quality of argumentation, setting of priorities, handling of sources and technical terminology, appropriate to the scientific standard
- Essential aspects of the topic are addressed, brief description of the content, technically correct and flawlessly presented content
- Prepared relevant literature on the topic

Structure

- Clear structure, target-oriented, time management, coordination of time and content, relation to the audience and the context, if necessary, coordination within the group

Presenting

- Understandable rhetoric and confident expression, appropriate volume and emphasis, not monotonous, appropriate length of pauses
- Presented as freely as possible, appropriate body language, eye contact, relaxed and addressing the audience
- Meaningful diagrams, appropriate use of media

Creativity

- Idea, critical perspective, imaginative, creative presentation of the topic

Preparation

- Timely consultation with lecturers, compliance with deadlines, appointments, and arrangements