



DEVOTION

COST ACTION CA18211

Presenting the project proposal

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Outline

Form

- Preparations
- Appearance and audience
- (Time) Frame
- Slides and presenting style

Content

- Call
- Theoretical background and preliminary work
- Research gaps, objectives, and work programme
- Keeping the attention
- Limitations



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Form – Preparations

- ❁ Research in advance **what to expect**
 - **Connect** with people who have applied before
 - What is the **context**?
 - **Contact persons**
 - Who is in the **committee**?



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Form – Appearance and audience

- ❁ **Outward appearance**
- ❁ Introduction of yourself and your **expertise**
 - Emphasis on **relevant** competence/experience
- ❁ **Addressing the audience**



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Form – (Time) Frame

- ❁ Explicit **outline** of talk in the beginning
- ❁ End with summary
 - **Key points** you want the committee to remember
- ❁ Keep **exactly** to the **time**



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Form – Slides and presenting style

- ❁ Excellent and **professional presentation** and **layout**
 - Potentially use of templates
 - No typos!
- ❁ Audience might (have) listen(ed) to many similar proposals
 - **Catch attention**
 - **Professional** but also **personable** manner



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Content – Call

- ❁ **Read** it very **carefully**
 - What is **mandatory** and what **desirable**?
- ❁ **Address everything** mentioned in the call
 - Use of identical key words and terminology
 - Project represents **perfect fit!**



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Content – Theoretical background and preliminary work

- ❁ Demonstrate
 - You **know** the **literature**
 - You are an **expert** in the field



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Content – Research gaps, objectives, and work programme

❁ Present **relevant** gaps

- Demonstrate how you will **fill them**
- Clear **objectives answering research gaps**
- Work programme
 - **Ambitious** but **realistic**
 - Use of illustrations and **visualisations**



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Content – Keeping the attention

- ❄️ Technical and **specialized terms + paraphrasing**
 - Demonstration of your expertise
 - **Accommodation** of the **audience**
- ❄️ **Repetition of central points**



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Content – Limitations

- ❄ **No focus** on those during presentation
 - Unless potential risks have to be addressed
- ❄ However, **important to be aware** of them!
 - **Practice** with critical audience **beforehand**
 - Practice **potential answers** to critical points
 - Possibly preparation of additional slides



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Summary

- ❁ Most important: **Quality of the project**
 - Excellence must be communicated convincingly!
- ❁ Both, **form** and **content essential**



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Thank you for your attention!

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