

MSI Chalktalk Guidelines for Speakers

For Speaker:

MSI Chalk-Talk Breakfasts - Friday mornings (8:30-9:30 am)

08:30-08:45: Social/Breakfast

08:45-09:30: Chalktalk

Location: Harvard Center for the Environment (HUCE), Geological Museum 3rd floor
24 Oxford St, Cambridge.

Check with your Host and the MSI website for occasional location changes. We socialize with pastries and coffee/tea from 8:30-8:45 am. The chalktalk starts promptly at 8:45 and ends promptly at 9:30, as overseen by your MSI Host.

General Guidelines:

- This is indeed a Chalk Talk. The media are chalk and words.
- The setting for MSI Chalktalks is informal and candid.
- While there are 45 minutes for free-flowing questions and answers, Speakers should prepare no more than 20 minutes of "agenda". Less tends to be better. Our past experience is that Speakers with longer agendas tend to run over time because of questions and discussion by the audience.
- The topic for your presentation is completely up to you, but we encourage debate, problem-solving and knowledge-sharing in this forum between the speaker and the audience. The audience is quite eclectic and is there to learn broad concepts more than research news.
- Most importantly, please do not think of this as a chance to give "a seminar without slides". Think about this as if it were a conversation you would have with a friend over a cup of coffee.

MSI Chalk-talks:

<http://www.msi.harvard.edu/fridays.html>

Questions?

Please contact Host and/or Christy Herren (herren@fas.harvard.edu, 617-495-8643).