**Gwybodaeth am – Sgyrsiau Fflach 10 Munud**

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Mae'r Sgyrsiau Fflach wedi'u cynllunio i chi gyflwyno eich ymchwil i grŵp o bobl, a bydd llawer ohonynt y tu allan i'ch maes ymchwil eich hun. Felly, bydd angen i chi allu esbonio eich gwaith yn glir. Dylech gadw eich sgwrs mor syml â phosibl.

Dylech osgoi jargon a thermau cymhleth lle bynnag y mae hyn yn bosibl. (Bydd y gynulleidfa yn y gynhadledd yn cynnwys Ymchwilwyr Gyrfa Gynnar eraill a Chymrodyr Cymdeithas Ddysgedig Cymru, yn ogystal â staff o Brifysgol Abertawe. Cofiwch hefyd, i osgoi talfyriadau cymaint â phosibl. Pan fyddwch chi'n cyflwyno talfyriadau am y tro cyntaf, efallai na fydd rhai aelodau o'r gynulleidfa'n gwrando, a phan fyddant yn dechrau gwrando eto ac yn clywed y talfyriadau, efallai na fyddant yn gwybod beth maen nhw’n ei olygu, ac yn cael problemau yn dilyn am weddill y sgwrs.

Bydd gennych 10 munud i gyflwyno eich sgwrs, gyda synau rhybudd 5 ac 1 munud i'ch helpu i reoli eich amser. Byddwch yn cael gwybod pan fydd eich amser wedi dod i ben hefyd. Yn syth ar ôl pob sgwrs, bydd gennym rywfaint o gwestiynau gan y gynulleidfa.

Bydd sgyrsiau fflach yn defnyddio fformat ar eich sefyll, ac ni ddylech ddefnyddio PowerPoint. Fodd bynnag, rydych yn cael eich annog i ddefnyddio propiau (llun, arteffactau neu beth bynnag sy'n addas ar gyfer eich pwnc). Rydym yn croesawu unrhyw ffyrdd eraill y gallwch feddwl amdanynt i ennyn diddordeb y gynulleidfa.

Rydyn ni'n gobeithio cadw'r awyrgylch yn ystod y trafodaethau yn hamddenol ac anffurfiol. Rydym yn ymwybodol nad yw hyn yn hawdd gyda phob pwnc.

Bydd aelodau'r gynulleidfa'n cael eu hannog i aros ar ôl y sgwrs olaf am drafodaethau anffurfiol a chyfleoedd rhwydweithio.

Dyma rywfaint o awgrymiadau ar gyfer creu sgwrs fflach ddiddorol - gallwch ddod o hyd i lawer mwy ar-lein.

* Dylech greu a chyflwyno eich Sgwrs Fflach fel stori, gyda dechrau (dal eu sylw), canol (esbonio'r manylion) a diwedd (gorffen ac egluro pwysigrwydd y gwaith).
* Gall defnyddio propiau helpu i ddangos eich stori
* Dylech ddefnyddio 'bachyn' i ddal eu sylw; rhywbeth personol, rhywbeth emosiynol, rhywbeth dynol iawn.
* Dylech adael y rhagymadroddion a’r manion allan wrth wneud y math hwn o gyflwyniad. Does dim angen trafod y tywydd.
* Ni ddylech boeni gormod am fanylion, ond rydyn ni eisiau'r rhai pwysicaf.
* Ceisiwch fywiogi eich darn. Cysylltwch ef â sefyllfa a chreu darlun gydag ef.
* Dylech ddefnyddio iaith weithredol, mae'n ei gwneud yn fwy deinamig.
* Dylech ddefnyddio geiriau, brawddegau a pharagraffau byrrach na phapur gwyddonol, mae'n haws gwrando arno.
* Ymarfer, ymarfer ac ymarfer eto (ac amseru bob un).
* Peidiwch â rhuthro, cymerwch eich amser. Siaradwch yn glir. Ceisiwch amrywio eich araith ychydig. Mae seibiannau'n bwysig.
* Edrychwch ar eich cynulleidfa, gwenwch a gwneud cyswllt llygad

**Information about – 10 Minute Flash Talks**

The Flash Talks are designed for you to present your research to a group of people, many of whom will be outside your own field of research. Therefore you will need to be able to explain your work clearly. You should keep your talk as simple and straightforward as possible.

Please avoid jargon and complicated terms wherever this is possible. (The audience at the conference will include other Early Career Researchers and Fellows of the Learned Society of Wales, as well as staff from Swansea University. Please also avoid abbreviations as much as possible. When you introduce abbreviations first, some of the audience might not listen and when they switch back in and hear the abbreviations, they might not know what it means and have problems following for the remainder of the talk.

You will have 10 minutes to present your talk, with 5 and 1 minute warning sounds to help you manage your time. You will also be notified when your time is up. Directly after each talk we will have some questions from the audience.

Flash talks will use a stand-up format and you may not use a PowerPoint. However, you are encouraged to use props (picture, artefacts or whatever is suitable for your topic). Any other ways you can think of to engage the audience are also very much welcome.

We hope to keep the atmosphere during the talks casual and laid-back. We are aware that this is not easily possible with all topics.

Members of the audience will be encouraged to stay after the last talk for informal discussions and networking opportunities.

Here are some tips for creating an engaging flash talk – you will find many more on-line.

* Create and present your Flash Talk like a story, with a beginning (catch their attention), middle (explain the details) and ending (wrap up and explain the importance of the work).
* Using props can help illustrate your story
* Use a 'hook' to catch their attention; something personal, something emotive, something very human.
* Leave out preambles and niceties - when doing this sort of presentation.  No need to discuss the weather.
* Don't get too bogged down on details, but we do want the most important ones.
* Bring your piece to life.  Relate it to a situation and paint a picture with it.
* Use active language, it makes it more dynamic.
* Use shorter words, sentences and paragraphs than a scientific paper, it is easier to listen to.
* Rehearse, rehearse and rehearse again (and time each one).
* Don't rush, take your time.  Speak clearly.  Vary your speech a bit. Pauses are important.
* Look at your audience, smile and make eye contact.