

Some Suggestions on Presentations

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Acknowledgement

- Many talking points in the slides are from Professor Neil Dodgson's Research Skills class
 - See <http://neildodgson.com/index.php/research-skills>

Goal

- This will not make you a great speaker.
- This, perhaps, help you avoid common mistakes.

You need to prepare

- To begin, think about 5W's
- When?
- Where?
- Whom?
- Who?
- What?

When?

- How much time do I have?
 - 5 minutes?
 - 15 minutes? (this class)
 - 30 minutes?
- What time of day?
 - Morning?
 - Afternoon?
 - Immediately after lunch?

Where?

- What is the venue like?
 - What kind of technology does it have?
 - Is there a podium?
 - How big is the room?

Whom?

- Who are the audience?
- What is the background of the audience?
- What do the audience expect of me?
 - For this class, what does my instructor expect of me?
- What do I want the audience to do?

Who?

- What is my presentation style?
- Am I nerd, comedian, or somebody else?

What?

- What is the fundamental purpose of my talk?
- What is the story?
- What is my absolutely central point?

Next, think about presentation structure

- Commonly adopted structure
 - Who?
 - What?
 - Why?
 - How?
 - Where?

Who?

- Tell the audience who you are
 - Your name, title, affiliation, date, venue
- In this class, you are presenting other people's work
 - Whose work? Where is the work published? When is it published?

What?

- What is the key idea?

Why?

- Why is it important?
- Why should the audience care?

How?

- Scientific details
 - Hypothesis
 - Methodology
- Technical details
 - System design
 - Algorithms
- Evaluation
 - Methodology
 - Results

Where?

- Where does it lead to?
- What is the future work?
- Can people make improvement?

Think about credibility

- You just started or will start a professional career, how do you make your presentation credible?

Preparing Presentation Slides

- First, don't treat a presentation as reading a paper
 - Presentations are one-dimensional (different to cross-referencing)
 - Papers are multi-dimensional (frequently referencing different sections and others work)

Tell one story

- Tell one logically coherent story

Audience cannot read

- One point per slide
- Sufficient space
- Slide space: head, important, repeating/non-important

Audience cannot see

- Color contrast
- Font family
 - sans-serif vs serif
- Font size
- Size of figure

How to become a better speaker?

- How to make better technical presentations?
- It takes a lot of work.
- You need to reflect on your presentations
- You need to learn from others
 - Watch videos & presentations listed under “02/03” in the class website

Summary

- Greater speakers are not born, greater speakers are made
- Prepare, prepare and prepare
- Rehearse, rehearse, and rehearse