

How to do a Presentation

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Introduction

- We are no experts either, but we have seen many bad presentations
 - Including our own
 - Opportunity to improve our presentation skills

Outline

- Introduction
 - Problem statement
 - Motivation
- Main content
 - Related work
 - Requirements, assumptions, etc.
 - Key issues, methods, algorithms
- Conclusion
- Feedback, questions

Statement of the Problem

- Define the problem
- Motivate the audience
- Give a short statement of the problem here
 - What is the context
 - What are the goals to achieve
 - Is it original work, presentation of someones work, or a survey over several other resources
- Emphasize the contribution
 - Don't go into details, give an overview
 - Provide a roadmap

Related Work

- What have others done before
- How does the presented topic fit into the literature
- Put your work into the context of what has been done before
 - Does it replace some method?
 - Does it build on something existing?
 - Does it present a comparison/survey between methods
- Give related work where it is needed, not in a separate slide at the beginning or at the end
- Present the “historical” outline of the topic (year)

Know your Audience

- Choose the right level
- Who is listening?
 - Experts in the particular subject
 - Experts in the general field
 - Computer Scientists
 - Computer Science students
 - General audience
- What is the background of the knowledge

Guide your Audience through the talk

Content

Use repetition

Remind, don't assume

Don't overrun (2 min per slide!)

Presentation

Maintain eye contact

Control your voice

Control your motion

Slide layout can also have guiding effect

Title numbering

Table of contents before new chapter

Table of contents permanently at slide border

Main Content

- Describe major results
 - Explain their significance
 - Always keep in mind that you are the expert in the topic, hold the audience by the hand, be educative
- Avoid sudden topic changes

You have to explain everything that's on your slides!

The Layout

- Use short slide headlines
- Use small footline, saying the title of your talk, your name, the slide number and the total number of slides
- Not more than 5-7 lines / bullets per slide
 - Avoid full sentences
 - Avoid reading literally reading the slides
- Do not overload slides, be generous with space

The Design

- Do not use more than 3 colors
- Avoid low contrast
- Avoid textured background
 - Light background, dark font
 - Dark background, light font
- Use sans-serif fonts for better readability
- Make limited & consistent use of animation

--> Do not use shadows or flashy fonts

Pictures, Drawings, Formulas

- Use pictures and drawings but ...
 - explain the significance
 - explain the content, even if it seems obvious
 - add source, if applicable
- Use same style for all drawings

- Use LaTeX for formulas (e.g. TeXPoint)



Courtesy of / Source: / From:
Date!

Conclusion

- Summarize the major topics presented before
 - > Remind the main contribution
- Motto:
 - Tell them what you are going to tell (introduction)
 - Tell them (main part)
 - Tell them what you told them (here!)

The last slide

- Thank the audience for attention
- Ask for questions, suggestions, feedback
- Use “funny” pictures, drawings, sounds with caution
- Avoid saying “that's it...”
- Add acknowledgements, if applicable