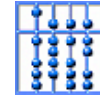


How to do a presentation

Martin Bauer, Wolfgang Wein

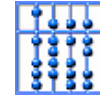
May 24, 2005

Chair for Computer Aided Medical Procedures & Augmented Reality
Department of Computer Science | Technische Universität München



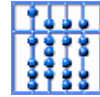
Introduction

- We are no experts either, but we have seen many bad presentations
 - Including our own
 - Examples will follow



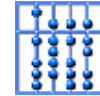
Outline of the Talk

- Introduction
 - Statement of the problem
 - Motivation
- Main content
 - Related Work
 - Requirements, Assumptions, etc.
 - Key issues, methods, algorithms
- Conclusion
- Feedback, Questions



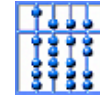
Statement of the Problem

- 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
 - Dont 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



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 audience

Guide your Audience through the talk

Content

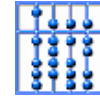
- Use Repetition
- Remind, don't assume
- Don't overrun

Presentation

- Maintain eye contact
- Control your voice
- Control your motion

Slide layout can also have guiding effect

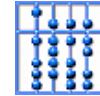
- Title numbering
- Table of contents before new chapter
- Table of contents permanently at slide border



Main Content

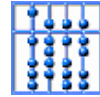
- Describe major results
 - Explain their significance
 - Always keep in mind that you are the expert in the topic, hold the audience by the hand, be educative
- Avoid sudden topic changes

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 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

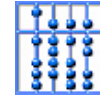
Pictures, Drawings, Formulas

- 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)

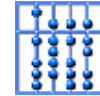


Courtesy of / Source: / From:



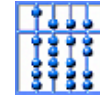
The last slide

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



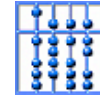
Feedback

- Was ist konstruktives Feedback
- Spielregeln
 - Feedback geben
 - Feedback empfangen



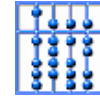
Konstruktives Feedback

- Feedback zu bekommen ist für viele Menschen ungewohnt
- Zuerst klären, ob Feedback überhaupt erwünscht ist
 - In unserem Fall (Hauptseminar) sollte Feedback grundsätzlich erwünscht sein
- Nur soviel Feedback geben wie der Vortragende bereit ist anzunehmen
- Feedback immer zeitnah, nicht irgendwann später



Feedback geben

- Jede Wahrnehmung ist subjektiv
 - Ich sehe, ich höre, etc.
 - Regel: Immer von eigener Wahrnehmung sprechen, also “Ich”, nicht “Man”
- Nur Verhalten ist Wahrnehmbar, keine Persönlichkeitsmerkmale
 - Beschreibend, nicht wertend
 - “verzieht Mundwinkel“ statt “arrogant”
 - Regel: konkrete Situationen und Verhalten beschreiben, bildlich und ausführlich reden

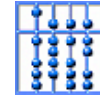


Feedback geben

- Nur Verhalten kann sich kurzfristig ändern
 - Regel: Durch konstruktive Vorschläge alternative Verhaltensregeln wertfrei aufzeigen und deutlich machen wie diese auf die Zuhörer wirken können
 - Regel: Anerkennung über Verhaltensweisen die positiv aufgefallen sind
- Feedback muß brauchbar sein
 - Nichts Unabänderliches ansprechen
 - Keine Änderung *fordern*, den Spiegel vorhalten

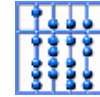
Feedback geben

- Der Sinn der Kommunikation ist die Reaktion des Zuhörers
 - Dem Sprecher Rückmeldung geben, welches Verhalten ich mir wünsche um leichter folgen zu können



Feedback empfangen

- Feedback ist nur sinnvoll wenn eine innere Bereitschaft dazu herrscht, sein Verhalten durch die Augen eines anderen zu hören
 - Regel: Zuhören ohne zu kommentieren
- Es geht um subjektive Wahrnehmung, nicht um wahr oder falsch
 - Regel: Zuhören, ohne sich verteidigen zu müssen
 - Verständnisfragen sind sinnvoll, keine Rechtfertigung
- Bedanken gehört zum guten Stil
- Unsachliches Feedback kann man nicht verhindern
 - Aussortieren, was nicht zutreffend ist
 - Trotzdem: “Danke für das Feedback.”



Noch Fragen?

- Anmerkungen
- Feedback