

Professional presenters promote proper presentations

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Was: Annika Hinze & Jochen Schiller, 2002

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Motivation

What did you find most awful
in other peoples presentations?

Roadmap

- Motivation
- Content and Structure
- Design
- Presentation
 - Before
 - During
 - After
- Summary: Check list

Content and Structure

- Clarify topic and message
 - What is the problem?
 - Why is that a problem?
 - What is the proposed solution?
 - Why is that a/no solution?

Content and Structure

- Differentiate own/external results
- Use quantitative criteria
- Do not interpret things into the results
- Traceable conclusions
- Name open problems

Content and Structure

- Consider target group
 - What do they (not) know?
 - Motivate the listeners
 - Show relevant examples
- Consider time frame
 - Focus on important facts
 - Shorten content dynamically (if necessary)
 - Additional slides for details

Content and Structure

- One message per slide
- Not 1:1 from document/thesis
- Running example?
- Use your own words
- Foreign technical terms
 - E.g., in German: Performance, Download =
- Give all references
 - Z.B. System xyz [bra99]
 - Bibliography (Format!)

Design: Useful

- Light background, dark text
- Short descriptive titles
- 5+/-2 lines
- A few colors
- Low nesting depth
- Serifs-less fonts of adequate size
 - Z.B. Arial, Verdana, Tahoma
 - Z.B 16pt, 20pt, 24pt

Design: Useful

- Only standard abbreviations
 - Z.B. TCP/IP
- Correct units and termini
- Few formulas
- Expressive graphics and code-snippets

Design: Useless!

- No sentences
- No personal pronoun
 - I, we,...
- No copied graphics/figures from documents
- No animation for slide-changes

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Okay?

Roadmap

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Presentation: Before

- Talk it over with
 - Supervisor(s)
 - Other (Seminar)-attendees, students
- Rehearse at least two times (2x)
 - alone, loud!
 - In front of colleagues, friends
 - alone, again
- Foreign languages need special preparations

Presentation: Before

- Notes for the case of emergency
- Bring a backup!

- Be punctual

- Test projector early
- Test file on laptop

Presentation: During

- Consider earlier presentations

- Good start is important
- Introduction
 - Yourself & Topic

- Explain all things on slides

Presentation: During

- Standing (not sitting)
- Not be in the way
- Look at listeners/auditors
- Movements? (no „tiger-ing“)
- Not point to laptop
- Not wave the pointer

Presentation: During

- No reading
 - Speak freely
 - Worst case: memorize
- Know the slides!
- Speak fluently
 - No „eh“, no stumbling, breathe!
- Adequate breaks
 - Drink water
 - Breathe!

Presentation: During

- Time keeping
- Shorten accordingly

- Conclusion:
 - Summary
 - Thanks
 - Discussion

Presentation: After

- Questions as part of the presentation
 - Question understood?
 - Answer honestly
 - Do not overly defend yourself
 - Answer satisfactory?

Conclusion

- Motivation
- Content and Structure
- Design
- Presentation
 - Before
 - During
 - After
- Summary: Check list

Check list: Method

- 7 x 7 – rule
 - Maximal 7 points in maximal 7 lines
- 2-3 minutes per slide
- Serifs-less fonts, > 16pt
- Standard: dark text on white background
- At most 2 additional text colors
- Nesting depth ≤ 2
- No jokes, funny animations, sounds

Check list: scientific style

- No personal pronouns
- Correct technical units
- Quantitative criteria
- Consistency
- Identify citations by references

Check list: content

- Structure
 - Title slide
 - Motivation
 - Roadmap/contents
 - Problem definition
 - Proposed solutions
 - Evaluation and critical analysis
 - Summary and conclusion
 - outlook
 - Literature
 - Additional slides
- One message per slide

P5

Thank you for your attention!

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