

How to Present

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Image from:

The Message

Prepare yourself

- o know your message
- o know your audience & venue
- o practice, practice, practice

Typical presentations

- o top-down structure
- o keep it simple
- o use media effectively

Style

- o stay in control
- o use body language
- o let your enthusiasm show!

Outline

Why present?

Presentations you may give

Structure

Style and tips

Use of media

Handling questions

motivation

Why present?

Science includes the dissemination of knowledge



motivation

Why present?

Audiences are opportunities

- get them interested in your work
- associate your "face" with the work
- provide discussion / feedback

The downside:

- risky!



Presentations you may give

Research papers

- seminar/conferences, workshops

Surveys / topic introductions

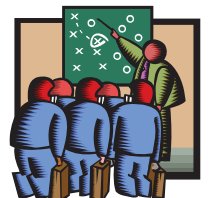
- tutorials/conferences/class

Discussions / points of view

- seminars, workshops
- panels

Defense of known subject matter

- thesis, proposals



Presentations you may give

Audiences

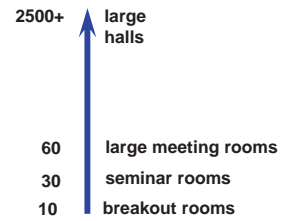
- topic specialists
- area specialists
- computer scientists
- scientists
- academics
- public



Presentations you may give

As room size increase, so does:

- formality
- inability of audience to cope with detail



Structure

The Opening: 1 *1-2 minutes*

- Introduce yourself and co-authors
- Tell them what you are going to tell them
- Define the problem
- Provide a road map (outline)



Structure

The Opening: 2 *~5 minutes*

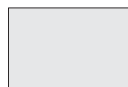
- Tell them why they should listen
- Motivate the audience
 - define the problem in greater detail
 - emphasize goal and contributions
- Background / terminology
 - relate to earlier work
 - avoid or explain jargon



Structure

The Body

- Tell them
- Describe what you did, and how you did it
- Explain its significance



Structure

Conclusions *2-3 minutes*

- Tell them what you told them
- Summarize purpose and main point(s)
- Discuss current work/open problems
- Indicate your talk is over



Style and Tips

I can't overemphasize the importance of **being clear in your own mind** what you want the audience to get from your presentation.

Only then can you really concentrate on doing a good job of getting it across.



Bruce MacDonald

Know your Message !



Bruce MacDonald

Style and Tips

Don't get bogged down in details

- will lose people and never get them back
- main point forgotten by audience
- fit details to your audience



Keep it simple

Style and Tips

Good body language

- be enthusiastic
- maintain eye contact
- speak clearly and audibly
- don't read



Use your voice and body

Style and Tips

Timing

- adjust content to fit
- don't rush



Watch the time

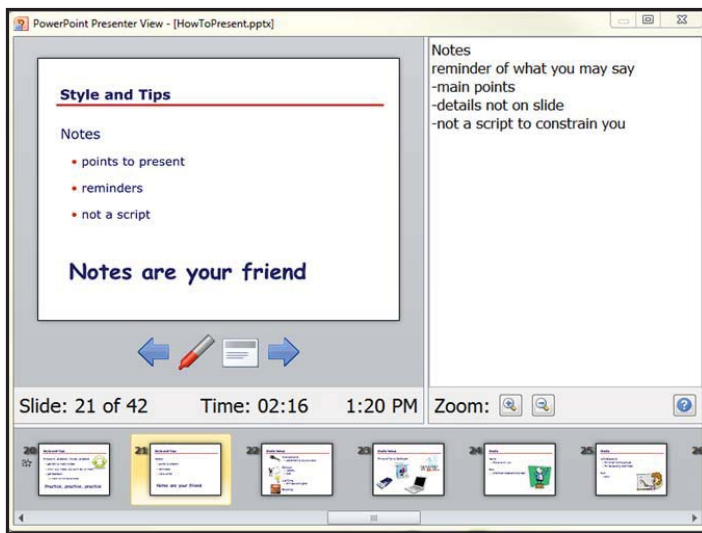
Style and Tips

Prepare, practice, revise, practice

- get talk to match slides
- know your notes, but don't rely on them
- get feedback
 - friendly but critical audience



Practice, practice, practice



Media Setup

Always have backups



Media Setup



Microphone

- placement & sound check



Screen

- visibility
- size
- lighting



Seating

Media

None

- focus is on you

But

- practiced speakers are best



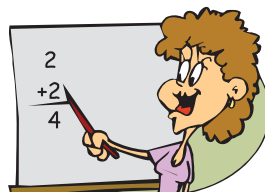
Media

Whiteboard

- for small rooms/groups
- for developing examples

but

- slow



Media

Slide deck

- the norm
- text / images / videos
- static and dynamic content

but

- less text per slide
- expect poor lighting



Media

Video and demos

- showing vs explaining
- tells the story

but

- don't let them take over



Text description

Proxemic Media Player (2010)

A video media player

senses

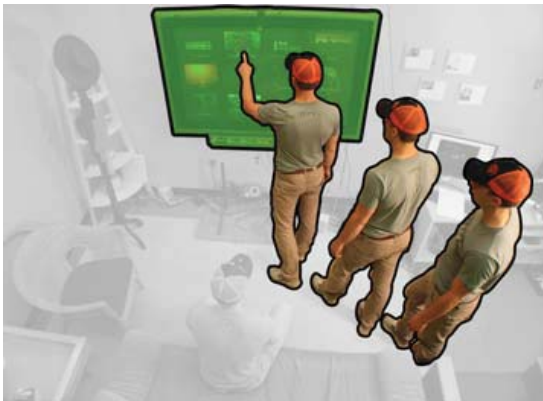
- distance and orientation of a person

reacts by

- turning itself on
- progressive detail
- interaction techniques tuned to distance

Picture

Proxemic Media Player



Proxemic Media Player Application



- reacts according to distance & orientation
- increase in detail & interactivity

Too much detail; cluttered

Appearance of Media

None

- practiced speakers are best at this, because they are comfortable talking to the audience

Whiteboard

- this is best for small rooms, for groups and for developing examples where the example unfolds over time
- its really too slow a medium, because it takes time to write things down!
- it also puts your back to the audience

Transparencies

- must be legible by people at back of your expected meeting room in bad lighting conditions (assume the worst!)
- of course, it should be typeset. Some good thing to remember are:
 - large, variable width fonts
 - uncluttered, with only a few easily remembered points on the slide that you can talk around
 - white space used as hints
- don't prepare too many, because people won't remember. Around 1.5-2 minutes/overhead or more is a reasonable rule of thumb
- people remember visuals, so prefer pictures/tables over words if possible

Appearance of Media (16 point courier)

None

- practiced speakers are best at this

Whiteboard

- best for small rooms/groups
- best for developing examples
- very slow

Transparencies

- must be legible by all (assume the worst!)
- typeset
- don't prepare too many
- prefer pictures/figures/tables over words

ALL CAPS

APPEARANCE OF MEDIA

NONE

- PRACTICED SPEAKERS ARE BEST AT THIS

WHITEBOARD:

- BEST FOR SMALL ROOMS/GROUPS
- BEST FOR DEVELOPING EXAMPLES
- VERY SLOW

TRANSPARENCIES

- TYPESET
- DON'T PREPARE TOO MANY
- PREFER PICTURES/FIGURES/TABLES OVER WORDS

Fontitis, overdecorated

Appearance of Media

None

- practised speakers are *best* at this

Whiteboard:

- **best** for
 - small rooms/groups
 - developing examples
- very slow

Transparencies

- must be legible by all (assume the worst!)
- **Typeset it**
- don't prepare too many
- prefer pictures/figures/tables over words



Bad colors, contrast...

Appearance of media

Transparencies

- must be legible by all (assume the worst!)
- typeset
- don't prepare too many
- prefer pictures/figures/tables over words



Computers

- less text / slide
- expect poor lighting
- best for animations and demonstrations



Gratuitous animations (not visible in handouts)

Appearance of Media

None

- practiced speakers are best at this

Whiteboard

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- best for developing examples
- very slow

Transparencies

- typeset
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- prefer pictures/figures/tables over words



Alignment & white space

Appearance of Media

None

practiced speakers are best at this

Whiteboard

best for small groups

best for developing examples

very slow

Transparencies

typeset

don't prepare too many

prefer pictures/figures/tables over words



About right

Appearance of Media

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Question/Discussion

Anticipate questions ahead of time

- dry runs help

Turn “bad” questions into good ones

- always repeat the question

Maintain control

- guide discussion
- limit time on minor/irrelevant



The Thesis Oral Presentation

Why?

- a warm-up period for you and the examiners
- reminds examiners what they have read

What?

- objective of your work
- very brief overview/motivation/history
- highlights of your methodology/results
- main contributions
- future directions

To prepare

- mock defense

Summary

Prepare yourself

- know your message
- know your audience & venue
- practice, practice, practice

Typical presentations

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Style

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- let your enthusiasm show!

For more informaton

google

- Saul Greenberg
- Chapter 1 Club

