

BLG 433E Computer Communicaitons Spring 2018

Guidelines for Paper Presentations

On Wednesday, May 9th or May 16th (depending on your assigned time slot, please check the Schedule at **Presentations>PresentationSchedule.pdf**), you will give a presentation in class describing the paper you selected. This document consists of four pages organized into three sections: “**Instructions**”, “**Requirements**”, and “**Organizing the Presentation**”. You should read carefully and follow the instructions in this document. Your presentation will be evaluated based how closely you follow them.

On the Ninova course website, under **SınıfDosyaları**, there is a sample template for the presentation: **Presentations>PresentationSample.pptx**. Your presentation must be written into this PowerPoint file. You can make changes to the titles of the slides, etc., but you should follow the structure of the template.

NOTICE ABOUT PLAGIARISM: Do not copy any sentences or paragraphs from any papers, books, or any online resources. Everything must be in your own words. It is NOT OKAY to copy-paste something EVEN IF you give a reference to it.

Instructions:

- 1) Prepare a **20-minute** oral presentation that explains your topic to the class. (You will have an additional 5 minutes for answering questions.) **NOTE: 20 minutes means 20 minutes!** 5minute- 10-minute presentations are not acceptable!
- 2) The paper presentation gives your audience information about what the idea is, why you chose that topic, and an overview of the paper. Not all of your audience will know the background of the topic and you can only assume background people would have if they took this course. You should gauge your presentation accordingly. Typical elements of your slides are as follows (you do not have to follow these titles, the parts in italics below can be retitled/reorganized based on the structure of the paper you have chosen):

Title Slide
Overview of Presentation
Definition of Problem
Overview of Project
Research Methods
Subquestions
Evaluation Criteria
Comparative Analysis
Findings
Conclusion

- 3) You should allot an appropriate amount of time for each section.
- 4) Your presentation and delivery techniques must meet requirements listed below.

Requirements:

- 1) Use roughly one slide per minute of talking.
- 2) Keep your slides as simple and uncluttered as possible. You should have enough white space in your slides. Try to make just one main point per slide.
- 3) Organize your talk carefully, let the audience know what you are going to tell them and why they should care, then tell them what you just told them! In other words, tell them what is coming up, do it, and then summarize.
- 4) You should have a maximum of 15-20 slides.
- 5) Your font color and slide background color should be contrasting colors for easier reading. Do not use very dark background colors. They may not show up the way you expected when you use the projector.
- 6) Practice your talk.
- 7) When you show a graph or any figure, be sure to tell the audience what they are looking at (e.g., “Here is a plot of the received signal strength versus distance”), otherwise they will try to read and decipher it while you are making important statements about what it means.
- 8) Know the subject, look at the audience, and make eye contact.
- 9) Do not block anyone’s view of the screen.
- 10) Look at the audience as much as possible when talking.
- 11) Stay strictly within the time limits.
- 12) Be prepared to answer the obvious questions. If you think about it for a while, there almost always some you can anticipate. A well-prepared response leaves a good impression.

- 13)** Do not show a slide and skip it without giving the audience time to read the entire slide.
If you only want to show a small part of it, then make a slide that only has that small part (an exception is if you are showing a slide you showed at length previously).
- 14)** Make sure you run a spell check on your slides so that they do not contain any spelling mistakes.
- 15)** Have a title slide that includes your name, your topic, and the date.
- 16)** Include an overview slide that outlines what you will discuss in your presentation.
- 17)** Use transitions as you talk between slides (Example: “Having looked at ... , we will next talk about ..”).
- 18)** Number all the slides. If a classmate has a question on a certain slide, they can note the slide number and refer to that slide as they ask you the question.
- 19)** Use only two-level bullets.
- 20)** Each bullet should only span 2-3 lines.
- 21)** Have no more than 8-10 lines on one slide.
- 22)** Make sure there is parallelism in your bulleted lists. That is, do not mix phrases, verbs, and adjectives as entries in the same list.
- 23)** Use 24-pt Arial font for first-level bullets and 20-pt Arial font for second-level bullets.
- 24)** Have a title for each slide. Use 28-pt Arial font for slide titles.
- 25)** Give proper credit for any figure you yourself have not drawn.
- 26)** Use active voice (as opposed to passive voice) in your slides. (Example: “We conducted a research on wireless networks.” as opposed to “A research was conducted on wireless networks.”)
- 27)** Do not write full sentences. In a good oral presentation, the visuals serve as an outline for the speaker, rendering additional notes unnecessary.
- 28)** Do not put any periods at the end of sentences in your slides.

29) Make sure any diagrams, etc. are not overcrowded.

Organizing the Presentation:

- 1) Determine how you can discuss your topic in a manner that is useful, interesting, and relevant to your audience.
- 2) After introducing yourself, introduce and define your topic. State why you have selected that area of specialization.
- 3) Discuss the significance of your topic, especially how it relates to the audience and the research field.
- 4) State what the current research has to say about your topic. (You should have obtained this information while researching your topic and conducting the necessary literature review).
- 5) Summarize what you have said by stressing once more the significance of the topic in terms your audience can understand.
- 6) In closing, thank your audience for their attention and invite questions. (5 minutes will be given for the Q&A session).
- 7) Stay within the time limits you have been given.