

Checklist for the presentation

The presentation will be graded based on this checklist; presentations should be at least 30 and at most 45 minutes. There will be 15 minutes of questions. All team members should answer questions.

- the slides are prepared with care
 - pay attention to typos, grammar mistakes
 - pay attention to the quality of figures, especially when copied from the paper
 - consistent layout, including use of typeface, font, text color
 - a major pitfall to avoid is putting too much material on a single slide!
 - avoid to use full sentences
 - when presenting results, ask yourself: could I use a table, figure?
 - do not change font size to fit more on a slide
- the presentation's structure is clear
 - clear problem statement
 - not only what, but also why
 - how does it advance the state-of-the-art?
 - clear conclusion
 - the order of the slides is logical
 - concepts are introduced before being used
 - at any point in the presentation it is clear why the subject is covered
 - avoid unnecessary repetitions, yet it is ok and even advised to have some "synchronization points" where you recap the most important parts of the material so-far, but make sure it is a recap, not a full repetition
- the presenters master the subject
 - explanation in own words
 - use of own examples
 - deep understanding of the material covered in the paper
 - do not only understand what a statement in the paper means, but also why it is true
 - for instance: "the derivative of f is 0 in point x " can be understood at different levels:
 - you know what is a derivative, what is f and x
 - you understand why it is a logical consequence of the reasoning built up in the paper that the derivative is 0
 - you also understand what are the consequences of the derivative being 0; why is it important? (e.g., it means a maximum/minimum is obtained in that point)
 - critical evaluation of the paper
 - not just accept something because "the authors said so"; academics are humans (they are!) and make mistakes.
- the content of the presentation is clear
 - difficult concepts are illustrated with examples
 - there is a good selection of material from the paper
 - not superficial; after the presentation the audience knows something they didn't know beforehand
 - also not too ambitious; if it took you 2 days to understand the paper fully, you won't be able to transfer your complete understanding in 20-30 minutes

- focus on the main results; often a paper contains 1 main result and a few extensions; concentrate on the main result and make a conscious decision whether it is worth going into full details for the extensions; sometimes less is more!
- obviously the content has to be correct
 - numerical examples are thoroughly checked
 - statements are crisp
 - “algorithm A always is the fastest” is likely not true; try to carefully describe the circumstances under which a statement is true
- Presentation style
 - presenter tries to engage the audience
 - presenter talks confidently and clearly
 - presenter uses their own words and doesn't read from the slides