CS2309 CS Research Methodology
Presentation Guidelines

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Presentation Guidelines

- Presenters should read the papers and other material beforehand and meet me the week before the scheduled presentation during consultation hour to decide how to divide up the material among the presenters.
- Each presenter will be asked to present a section of the paper and given a strict time limit of 15 minutes.
- As the topic is often unfamiliar to the audience, you may need to cover some background material. Some information on the progress since the publication of the paper may also be helpful.

Presentation Tips

- You are trying to convey information to the audience. Pacing is crucial.
    - Go too fast and you will lose them.
    - But don't bore them.
- Avoid using a monotone voice. Enunciate clearly. Hand gestures can be effective but don't overdo it.
- Appropriately placed pauses can be effective in getting audience attention.
- Watch out for verbal pause fillers like "um", "okay?", etc. If you use them, train yourself by carefully avoiding them over a few presentations. Watching yourself in video is useful for detecting these.

- Don't read your presentation!
- Look for audience responses. Are they relaxed and paying attention? Are they confused? Are they bored?
- Practice makes perfect.
- Know your audience well. This will determine the level of explanation that you need to go to.

- In a talk, the main aim is usually to advertise the work so that the audience will be sufficiently intrigued to follow up themselves.
    - We will do the same in this course - there is not enough time for you to explain everything. You will need to select the material carefully.
    - We will have a technical discussion at the end of the presentations to clarify the content for those who do not understand it fully.

- Identify the key ideas or thesis that the paper is trying to communicate.
- Communicate the main point, explain it (e.g. with examples), support it with evidence and re-inforce with appropriate conclusion.
- Context is important, so spend the time to motivate the listener on why the work was done.

- Limit yourself to a few points and develop them fully.
- Spend time ordering the talk into a good sequence.
- A slide presentation is a linear sequence. Repeat information as required so that the audience do not have to remember important material from many slides ago. Going back and forth in the slide presentation is not effective.
- You should go through (almost) every point on your slide. Do not just flash them for a short period (better to skip them altogether if you are out of time).

Presentations will be graded according to:

- Content: Does your presentation contain the relevent information required. Is the content technically correct or does it contain errors? Is the main message of the talk clear? Is there sufficient motivation, context? Is there good use of examples?

- Organization and Visual Aids: Is the ordering logical and easy to follow? Does the audience need to remember important information for long periods or is it repeated or placed on other visible visual aids such as the board? Are the slides easy to understand - easy to read, not too dense, can be mostly understood without explanation? Are the figures and tables easy to see and understand?

- Presentation: Is the pacing of the talk good - did you lose the audience or bore them? Did you speak clearly? Did you vary the tone of your voice and use appropriate gestures and pauses? Are you just reading your presentation? Do you use verbal fillers like "um" too often? Do you know the material well enough to present every slide without trying to figure it out online? Did you forget what you are supposed to say for a slide? Did you explain every slide fully?

Present like Steve Jobs

1. Teaching and Persuasive Communication: Class Presentation Skills, *Patricia Hogan Hamm*.
   http://www.brown.edu/Administration/Sheridan_Center/docs/persuasive.pdf