

Seminar: Technologies and Design of Graphical and Virtual User Interfaces

01 – How to prepare your talk



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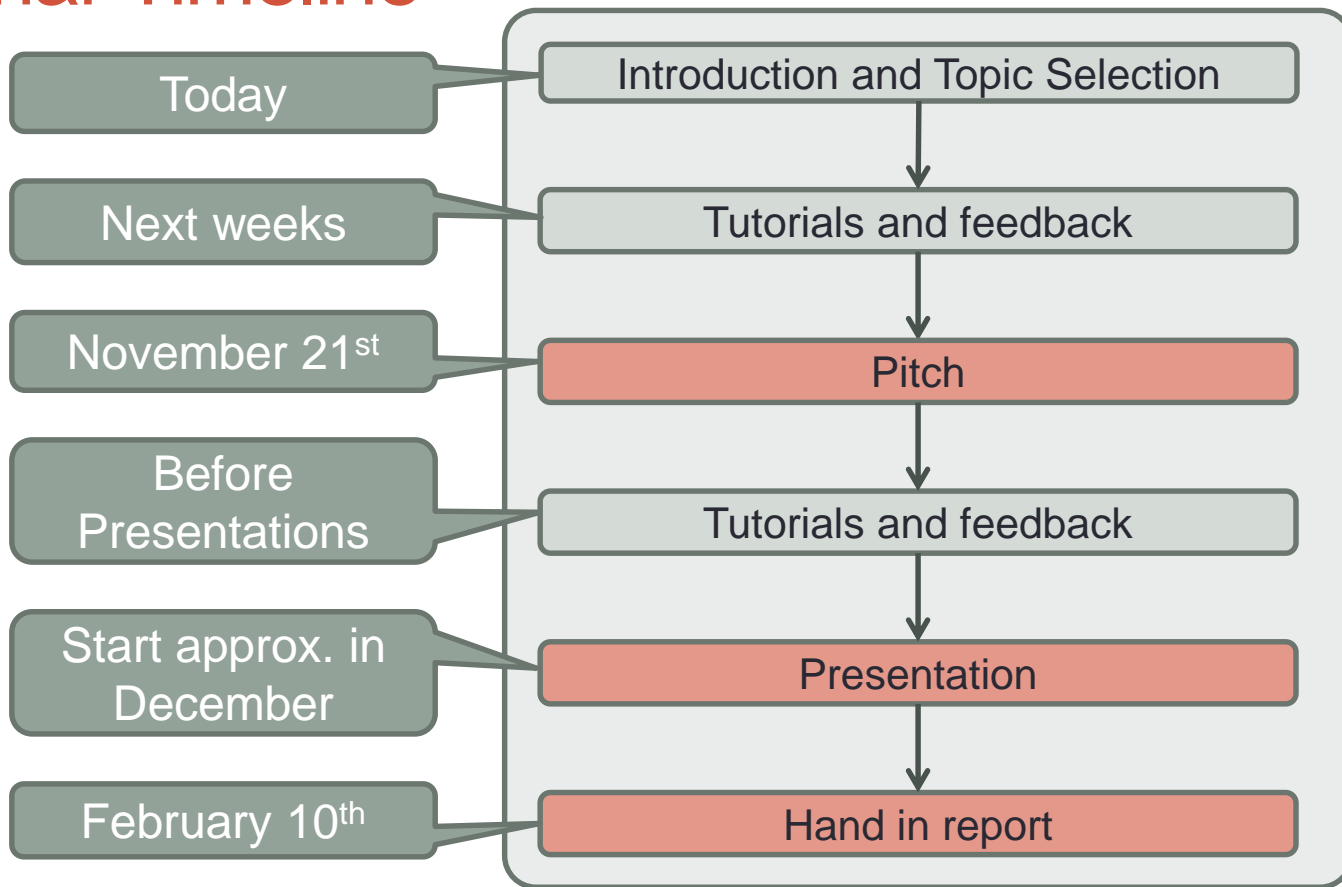
Administrative Issues

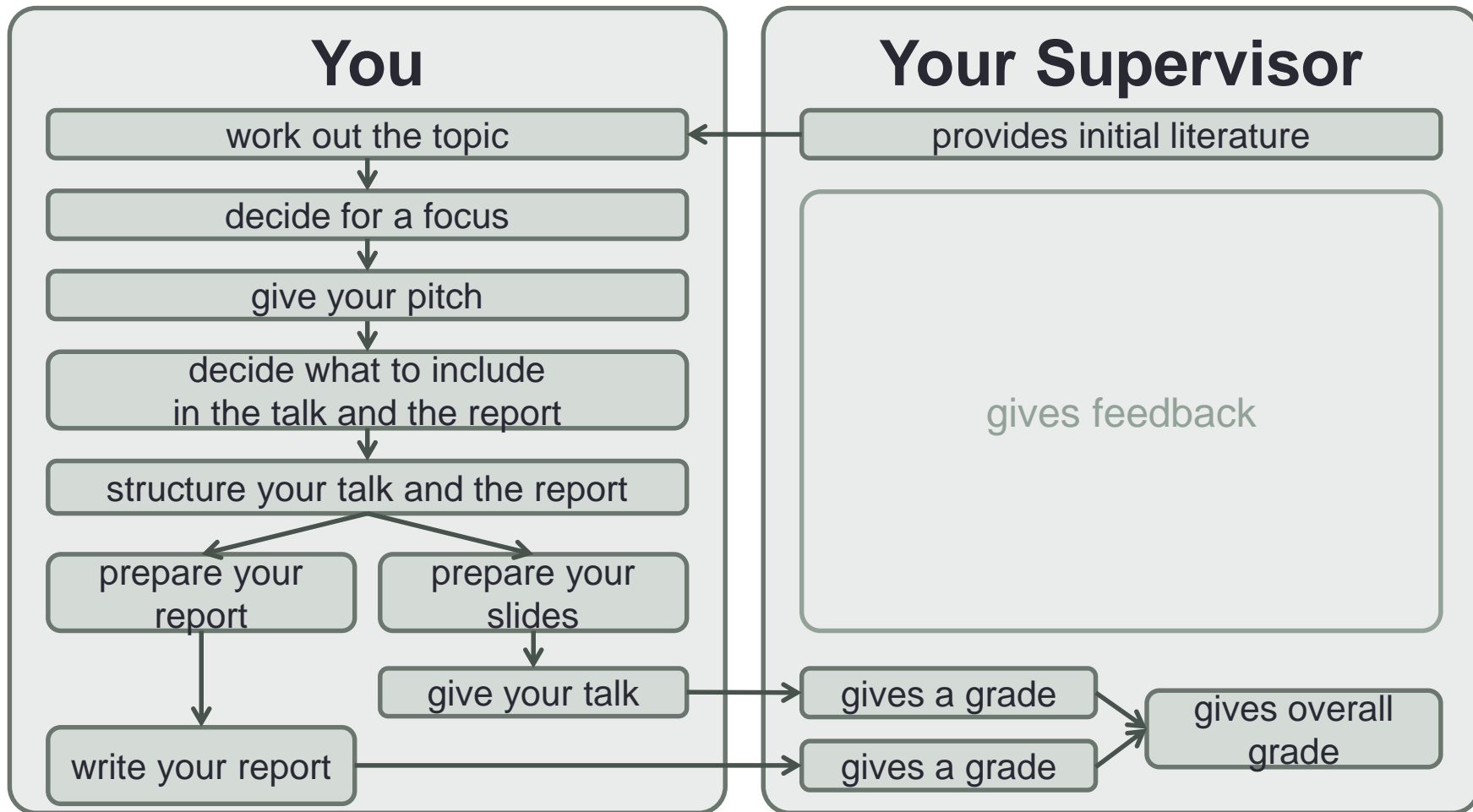
- Register in FlexNow!!!

Agenda

- Overall Process
- Selection of the Subtopic
- Preparing Your Talk
- Preparing Your Slides

Seminar Timeline





Selection of the Subtopic



Preparing Your Talk

- Tell a story
 - Introduction
 - Main part
 - Result/conclusion
- Consider the audience
 - Previous knowledge
 - Expectations
 - Interest in your topic

! Talk to your supervisor !

Preparing Your Slides

- Only a few slides
 - 35 minutes talk → not too many slides
 - No unimportant details
- Less is more
 - Large fonts, few words
 - Good contrast, few colors

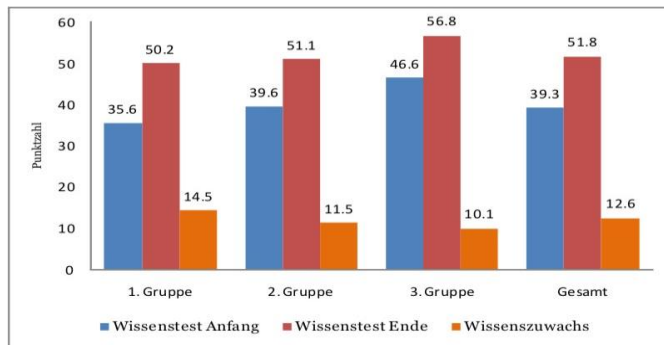
- **Bad example:**

- The left bulletpoints are much easier to read and easier to understand than this text. They are shorter, they have a larger font size and their color has a good contrast. They are easy to catch by your audience and their attention stays with what you are saying. If you include long sentences or text that is hard to read, either nobody will read it or your audience will try to read it without listening to you because all their attention is caught by the slides. So be aware of not including too much in one slide and especially not too much badly formatted text.

Preparing Your Slides

- Include good figures instead of text

- Good:



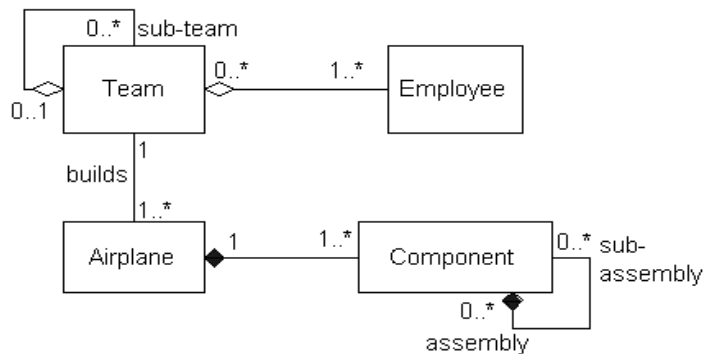
- Bad:

	1991 %	1992 %	1993 %	1994 %	1995 %	1996 %	1997 %	1998 %	1999 %	2000 %	2001 %	2002 %	2003 %	2004 %
Baden-Württemberg	7,52	8,29	9,17	9,84	11,23	12,04	12,63	13,45	14,01	14,39	14,55	14,12	14,87	
Bayern	6,63	7,74	9,14	10,84	14,29	15,10	16,99	17,58	19,42	19,95	20,30	20,89	21,71	
Hessen	22,26	22,62	23,96	24,89	25,44	26,18	26,46	26,68	26,46	26,66	26,77	26,83	26,94	
Niedersachsen	21,38	21,88	22,80	23,06	23,54	24,44	25,47	25,59	26,10	26,62	26,43	26,78	27,41	
Nordrhein-Westfalen	6,85	8,33	9,14	9,64	10,09	10,96	12,02	12,33	13,24	13,41	13,50	13,53	13,57	
Rheinland-Pfalz	12,48	13,44	15,30	15,90	16,17	17,25	18,23	18,83	20,12	20,27	20,10	20,22	20,10	
Saarland	11,42	11,71	11,93	12,24	12,49	12,96	13,73	13,77	14,84	16,89	17,34	17,90	17,82	

Preparing Your Slides

- Include good figures instead of text

- Good:



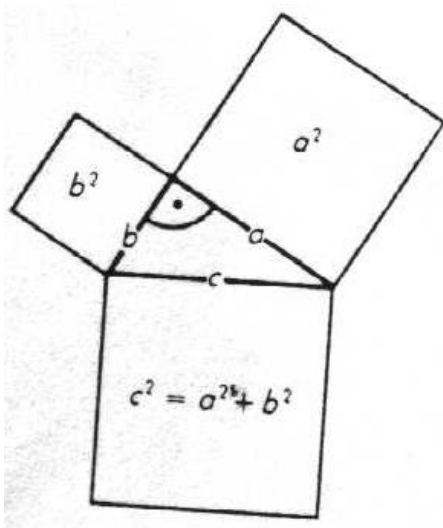
- Bad:

- Class „Employee“
- Class „Team“: Each team consist of one ore more employees. A team may have subteams which are of the same class.
- Class „Component“: a component can be a composition of sub components, i.e. be an assembly
- Class „Airplane“: One team builds one or more airplanes. One Airplane is made up of one or more components

Preparing Your Slides

- Use examples to describe theory

- Good:



- Bad:

- $a^2 + b^2 = c^2$

Preparing Your Slides

- Black is no black



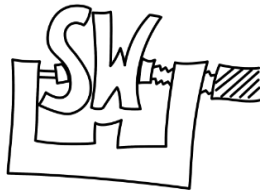
- Colors look different



Preparing Your Slides

- Show the slides to somebody else
- Discuss your slides in the preparatory seminar sessions

Questions???



Literature

- Dettori, Lucia: Research Talk 101. URL: <http://clgiles.ist.psu.edu/research-presentation/ResearchPresentation.ppt>