

Before you start



Things to determine

- The type of talk you will be expected to give
- The composition of the audience
- The time allotted for the talk
- Expectations for information content

Who is the audience?

- Determine the audience
 - Do not assume too much knowledge
 - but do not patronise either
- Better to be too basic than too difficult

Talk is different to written

- Listeners have one chance to hear your talk and can't "re-read" when they get confused.
- K.I.S.S. (keep it simple stupid).
 - Focus on getting one to three key points across.

Talk is different to written

- Repeat key insights:
 - Tell them what you're going to tell them (Forecast),
 - Tell them,
 - Tell them what you told them (Summary).

Preparing your talk



Do not start on slides

- Prepare on paper before going into powerpoint
 - prepare what you are going to say based on talk outline than write slides
 - **Talk** more important than visual

Talk outline: Paper presentation

- Title, author, affiliation (1 slide)
- Forecast (1 slide)
- Outline (1 slide)
- Background
 - Motivation and Problem Statement (1-2 slides)
 - Related Work (0-1 slides) - refer to paper
 - Methods (1 slide) - refer to paper

Talk outline: Paper presentation

- Results (4-6 slides)
 - Main body of talk
 - Present key results and key insights.
- Summary (1 slide)
 - Conclusion you wish people to draw
- Future Work (0-1 slides)
- Backup Slides (0-3 slides)

Talk outline: Short presentation (5 mins)

- Total of no more than 4 slides
- Title, author, affiliation (1 slide)
- Motivation and Background (1 slide)
- Results (1 slide)
- Conclusions (1 slide)

Hints and Tips



Be neat

- Have someone proof read your slides
 - watch grammar, spelling and punctuation
- Keep it brief
 - bullets not paragraphs

Think of style

- Should be easy to read
 - Smallest text 42pt font
 - Space between lines
 - Easy to read colour scheme
 - If it will not fit scrap or start a new slide
 - Use colour to highlight key words

Use pictures + animation

- Confucius says ``A picture = 1K words," but Dijkstra says ``Pictures are for weak minds."
 - Who are you going to believe? Wisdom from the ages or the person who first counted goto's?
 - Pictures are great for breaking up sections
 - Also use charts and graphs to illustrate results
 - Animation example
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So: What is AI?

- “A singular consciousness that spawned an entire race of machines” Morpheus, The Matrix
 - “The scientific understanding of the mechanisms underlying thought and intelligent behaviour and their embodiment in machines.” AAAI
 - “Making computers do anything that they can not currently do without human intervention” Karen Petrie
- Too Complicated**

Avoid Equations

- People cannot understand equations quickly
- If it is central to your result use at most one simplified as much as possible
 - the proof is in the paper

Avoid Death by paradigm

- Powerpoint
 - remember to use more than just bullets
- LaTex
 - Do not copy paragraphs of text and equations into paper

Humor & Stories



Humor can help. It can also backfire.

Used skillfully, humor can help establish rapport with your audience.

It can ease tension and help in responding to a hostile question.

It can help underscore a key point or message.

It can help to keep your audience's attention, increasing interest in what you're saying.

It lets your audience see your human side. And information conveyed with humor is more likely to be remembered.

But be careful. If you use humor poorly, it can sink your presentation and harm your credibility.

Stories are



- 1. A powerful way to evoke emotions, which is important because people remember emotionally-charged experiences better and longer**
- 2. An age-old way of making a topic interesting, so the audience pays more attention**
- 3. An alternate way to make your point, helping people to understand better**

Practice



Practice

- Practice by yourself
 - to get timing correct
 - gain confidence
 - Should just need slide headings
- Practice with an audience
 - Take criticism well & make changes
 - Helps with confidence

Stage Fright



- ❖ Everyone has it to some degree
- ❖ Can be used constructively
- ❖ Key issue is not elimination of fear

Instead channel the energy it generates for an effective presentation

Dealing with Nerves

- Script first few sentences
- Check any words you are unsure of in language and memorise
- Smile and make eye contact
- Breathe deeply
- Talk to audience as if they are friends

Equipment

- Copy talk on to computer well in advance in case of snags
- Check laptop and projector work
- **Take a back-up**
- Find out how mic works
- Expect the unexpected

Effective Delivery



- ❖ Be active - move
- ❖ Be purposeful - controlled gestures
- ❖ Variations – vocal (pitch, volume, rate)
- ❖ Be natural
- ❖ Be direct – don't just talk in front of the audience talk to them

Verbal Communication barriers



- ❖ Speaking too fast
- ❖ Using jargon
- ❖ Tone and content
- ❖ Complicated or ambiguous language
- ❖ Not questioning
- ❖ Physical State of the audience

Sensitivity to the audience



- ❖ “see” the audience
- ❖ Take non-verbal feedback
 - congruent and incongruent body language
- ❖ Modify to meet audience needs
- ❖ Don’t just make it as a presentation

Handling Questions



- ❖ Do not get confused
- ❖ You are not supposed to know everything
- ❖ Anticipate and keep answers ready
- ❖ Sometime questions themselves give you a lead to highlight your point of view

Visual Aids



- ❖ While using a overhead projector face the audience while talking
- ❖ Point with a pen
- ❖ Appropriate lighting
- ❖ Watch the colors
- ❖ Ensure clear visibility
- ❖ 10 lines, 10 words per line

What is a good presentation?

- It is subjective
 - What is great for one person is not so great for another
 - But some are universally bad
 - You need to find your own style