

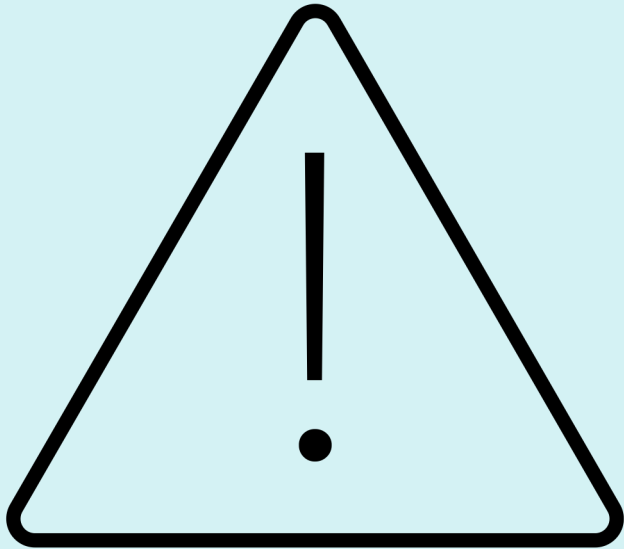
How to ride the research roller coaster:

Effective presentation skills.

Thaleia Dimitra Doudali

Assistant Professor at IMDEA Software Institute

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Disclaimer

The advice in this seminar comes
from personal experiences and
online references!

Presentation Skills are Essential

Presentation occasions:

- Thesis defense.
- Conferences and workshops.
- Seminars, invited talks, white board sessions.
- Poster sessions and competitions.
- Networking events.
- At the elevator or lunch table.
- Job interviews.



You spent so much time and effort in a project... Now spend time preparing how to best present it!

Know Your Audience

—————→ *Getting harder to explain.* —————→

Expert —————→ Knowledgeable —————→ CS Researchers —————→ Students —————→ Your friends —————→ Your Grandma

Things to adapt:

- Terminology.
- Assumptions.
- Background information.
- Motivation and importance of the problem.



Time is of Essence

How many slides to make? Follow the 2/3 breakdown.

- If you have 30 mins, make 20 slides.
- Each slide takes 1-2 minutes.
- Mark which slides could be skipped.
- Make backup slides.
- Make time for pauses and switching slides.
- Don't panic, if running out of time.
- Skip slides, do not talk faster.

Better to say less, than say things fast.



Structure of a Talk

How to structure the talk? Follow the 10-15-5 breakdown.

- **Introduction: 10 mins.**

- The problem space.
- Why is it important.
- What others have done.
- What you are proposing.

Most important part of the talk.

Keep it easy to follow and engaging!

The attention span of an audience lasts about **7 minutes!**



- **Technical Contributions: 15 mins.**

- Solution, insights, evaluation.

Technical part.

Audience may lose attention.



- **Conclusion: 5 mins.**

- Remaining challenges.
- Important takeaways.

Wake them up!

Tell them what to remember from this talk.

Practice, Practice, Practice



The rule of thumb:

the more you practice, the better you become.

The rule of the other thumb:

the more talks you *attend*, the more you will shape your presentation style.

- Practice with your advisor, peers, at group meetings.
- Record yourself and play it back.
- Get feedback on the content and flow of the slide deck.
- It gets better and easier with time.

Talking Tips

- Do **not read** notes or text on the slides.
- Keep **keywords** on the slides or the notes.
- Practice, but do **not memorize**.
- Memorize the first few minutes to get into the flow.
- Keep a steady voice and pace.
- Pause when switching slides.
- Work on your “eerr”.. “so”.. “mmm”..
- Talk with enthusiasm!



Where to look at?



- Face the audience.
- Don't look at your slides.
- Move your eyes across the audience.
- If too nervous, look at the void.

How to Answer Questions

- Be confident. **Noone** knows the work better than you.
- Think about potential questions and prepare **backup** slides.
- Have a colleague ask you a question to start the Q/A with confidence.
- Repeat the question in the way you understand it.
- If you are not sure how to answer, or don't know what to say:
 - *Let's take the discussion offline.*
 - *We didn't consider this angle, but thank you for pointing it out.*
 - *We didn't consider this angle, because the focus of this work was to..*
- **Never apologize!**



Presentation Styles (1)

Every person has their own style preferences both as a presenter and as a member of the audience.

Example 1: only text.



Pros:

- Easier to make.
- Includes detailed information.



Cons:

- Harder for the audience to follow.
- Harder to spark interest.

How to make it work:

- Use bullets, different fonts, sizes and color to keywords and headings.
 - ...but don't overdo it! Be consistent!
- Use animations.
 - Show blocks of text as you speak.
- Balance it with use of images.
 - Graphics are easier to understand.

Presentation Styles (2)

Every person has their own style preferences both as a presenter and as a member of the audience.

Example 2: only graphics.



Pros:

- Easier to convey information.
- Sparks interest.



Cons:

- Hard to visualize everything.
- Important information may be missing.

How to make it work:

- Balance the use of graphics and text.
- Text contains only important information, summaries etc.
- If graphic does not show important information, make it smaller.



Tips on the Structure of a Slide

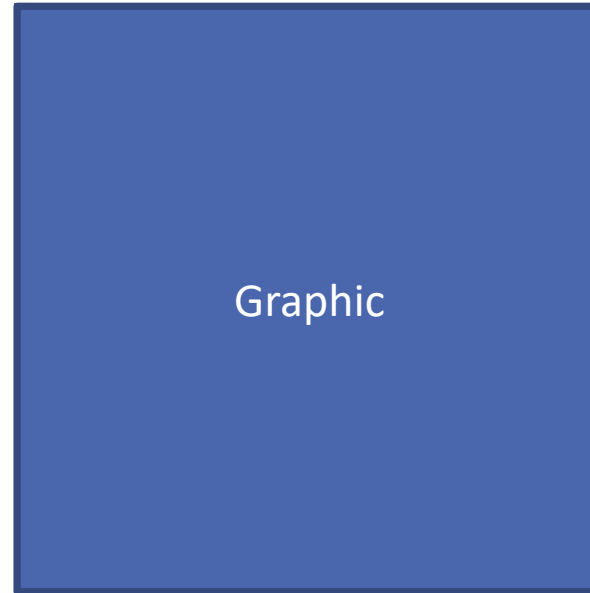
It is helpful for the audience to follow structured content.

- Text, text, text

- Text, text, text

- Text, text, text

- Text, text, text

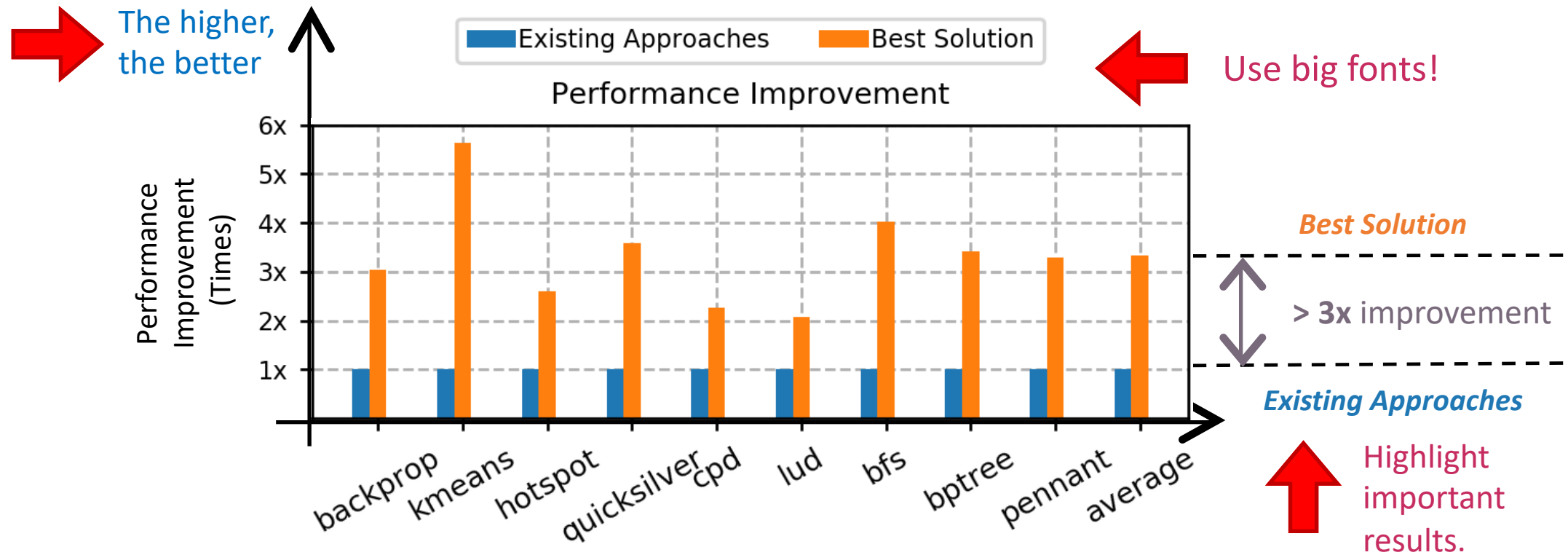


Graphic Caption

Takeaway: Summarize 1 thing the audience needs to take away from this slide.

Presenting Graphs of Experiments

Spend time to explain the axis, the metrics and the expected behavior.



You can show the axis first and explain what will come.

The Last Slide

The slide that remains open during the Q/A should summarize important parts of the talk.



Contributions



Scan my website

 **Contact:**

<email>

Takeaways

.. Any acknowledgements ..

.. Add other logos, graphics..