

How to Prepare for and Present a Seminar

Integrated Seminar (Fall 2023)

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OUTLINE

- 1. Course Information**
- 2. Introducing yourself to each other**
- 3. General and Specific rules in making your presentation**
- 4. Schedule and presentation order**

Course Information

- *Overview*
 - *This seminar class will be entirely held online every Thursday from 10:00 to 12:00 until Dec. 21*
 - *Students are asked to review seminal papers related to their current research activities and present their research topics in the class*
- *Instructors*
 - *This class is jointly advised by 3 UST professors*

Course Information

- *Grading (100 points in total)*
 - *Attendance 10P*
 - *Keep your camera on during class time*
 - *Three presentations 90P(30P for each)*
 - *Technical understanding and depth*
 - *Relevance of approaches*
 - *Result and Contributions*
 - *Confidence*
 - *Presentation Organizations*
 - *Additional points for valuable comments and remarkable questions&answers in Q&A time (up to 5P)*

Course Information

- *Logistics*

- All course announcements take place through our class page.
 - Please check the web page frequently for upcoming announcements
- Submit your presentation materials to me by e-mail at least two days before the class time
- Delayed or canceled presentation will be penalized
 - If you have unavoidable circumstances(e.g., business trip abroad), tell us at least two weeks prior to your presentation date

Self Introduction

Attendants

- Professors
 - *Dr. Kyong-Ha Lee @ KISTI school(Applied AI) for the first 6 weeks*
 - *Dr. Hyejin Kim @ ETRI school (AI) for 5 weeks*
 - *Dr. Byungjun Bae @ ETRI School (Info. Comm.) for the last 5 weeks*

Attendants

• Students

| | | |
|------------------------|-------------|------------------------------|
| Syed Hasnain Raza Shah | 한국과학기술정보연구원 | 스쿨 응용 AI |
| Yesim Selcuk | 한국과학기술정보연구원 | 스쿨 응용 AI |
| 전호범 | 한국전자통신연구원 | 스쿨 인공지능 |
| 정현우 | 한국전자통신연구원 | 스쿨 정보통신공학 (통신미디어공학) |
| 이동환 | 한국전자통신연구원 | 스쿨 인공지능 |
| 김형민 | 한국전자통신연구원 | 스쿨 인공지능 |
| Khaing Thandar Hnin | 한국과학기술연구원 | 스쿨 AI-로봇 |
| Nguyen Duc Anh | 한국생산기술연구원 | 스쿨 생산기술 (청정공정 · 에너지시스템공학) |
| 장지운 | 한국전자통신연구원 | 스쿨 ICT (정보보호공학) |
| Aung Sithu | 한국과학기술연구원 | 스쿨 AI-로봇 |
| 최민지 | 한국전자통신연구원 | 스쿨 정보통신공학 (통신미디어공학) |
| 김선희 | 한국전자통신연구원 | 스쿨 인공지능 |
| 황지현 | 한국전자통신연구원 | 스쿨 인공지능 |
| 원루빈 | 한국전자통신연구원 | 스쿨 정보통신공학 (통신미디어공학) |
| 고민균 | 한국과학기술정보연구원 | 스쿨 응용 AI |
| Temur Khujamuratov | 한국화학연구원 | 스쿨 화학소재 및 공정 (그린화학공정) |

Tips for your presentation

- **Assume your audience is infinitely ignorant but infinitely intelligent**
- **Give a good introduction**
- **Never underestimate a person's pleasure in hearing a good presentation of what he or she already knows**
- **Keep your audience oriented.**
- **A talk should entertain**
- **Present only one big idea per slide**

1. The audience will understand a clear, complete explanation. (Thanks to Barry Honig.)
2. A research report will be boring to everyone except an expert in your area unless you provide the context.
3. Explain why what you are doing is interesting and important.
4. Don't feel foolish providing background that your audience might be familiar with. And don't assume your audience knows a great deal more than you do, even if you are a graduate student and they are professors. They still need you to orient them to what you are doing. (Thanks to Andy McCammon.)
5. Make sure that they understand, at each step, why you are presenting each topic. If the audience becomes disoriented, you will lose their attention. Presenting an outline of the talk near the beginning can help. (Thanks to Marti Head.)
6. The best scientific talks entertain by giving people new ideas and perspectives. High-quality graphics can also help.

Tips for your presentation

- **Never read aloud from your slides!**
- **Avoid spending much time on highly technical points**
- **Practice**
- **Benefit from other people's opinions of your talk**
 - **Pay attention to your audience when you're speaking**
- **When you are speaking, you are in charge**
- **Check the time occasionally during your talk**

** Source: [Preparing and Delivering a Seminar \(ucsd.edu\)](https://www.ucsd.edu/~larry/teaching/Preparing_and_Delivering_a_Seminar/)*

1. A slide should support your talk, never substitute for it.
2. Unless it is a critical detail, it is acceptable to briefly state what was done and that it was reasonable, and add that you'd be happy to explain it in detail if anyone is interested. Then continue with the seminar.
3. Stand in front of a seminar room and present to an imagined audience or to a friend. Identify parts where you have trouble finding the right words and work on them. Make sure the talk is about the right length.
4. Parts of your talk may be less clear than you imagined. Even invalid criticism can be helpful: if one person thought your talk had an error, someone else probably will also, so head off future concerns by add a sentence or two to make your point clearer.
5. If everyone is watching you and listening, you are succeeding! If people look lost or somnolent, you may need to slow down, speak more loudly, and/or explain better.
6. . A talk can be badly derailed if you get into a discussion or debate with someone in the audience. If the discussion seems to have no end, say that you'll be pleased to continue the discussion after the talk and then resume.
7. Adjust the level of detail and the rate of presentation so that the talk fits the allotted time.

Schedule & Presentation order

Presentation order & details

- On the basis of how many semesters you have had so far!!
- 30-minute presentation and 10 minute-Q&As
 - Submit the pdf version of your presentation two days prior to your date
 - Preparing additional materials for answering expecting questions is a good option

Presentation order & details

- 1st presentation
 - Your topic, motivation and related studies presentation
- 2nd presentation
 - Your approaches and technical methods
- 3rd presentation
 - Research results and review
- **Note!!**
 - You should not present what your team or institute is doing as if you were doing it on your own
 - Prepare your presentation in English

Thank you

Any Questions?