

Computer Science Weekly Research Presentation Series

Information for Presenters

If you want to present at the meeting, follow this general algorithm:

1. Reserve the spot early in the semester. The availability is **very** limited.
2. Pick a high-quality full-length paper related to your own research or interest from a top conference or journal, and prepare the presentation. If you are a published author, you can present your own research. If the paper is published at a conference proceedings, it is okay to contact the authors of the paper and ask them to share presentation slides with you. Please be respectful and considerate of their time, and do not publish their slides anywhere.
3. If you are a student, get approval from your research advisor/mentor to present the paper. If you do not have a research advisor, contact Dr. Nick Ivanov.
4. No later than 7 days prior to the presentation date, send Dr. Ivanov the title of the paper and the venue it is published in. CC your research advisor to the email.
5. On the presentation day, present the paper as if you were the author of the research. Limit your presentation to 40-45 minutes to let the audience 15-20 minutes to ask questions and provide feedback.

Paper choice checklist:

- ☐ Full-size. Avoid short papers, workshop papers, and posters. If you want to present your own published research, this requirement may be waived.
- ☐ Published at a top conference or journal. Ask your advisor about top venues in your field. If you want to present your own published research, this requirement may be waived.
- ☐ Approved by your research advisor. If you have no research advisor, contact Dr. Nick Ivanov.
- ☐ Related to your research topic, your interest, or class you are taking.
- ☐ The paper was published within the past 5-6 years. If you want to present your own published research, this requirement may be waived.

Slide preparation checklist (rubric):

- ☐ *GENERAL GUIDELINES FOR SLIDES:*
 - ☐ Limit the amount of text in your slides (most slides should have less than 40 words).
 - ☐ Make sure the font and important details are large enough for everyone to see.
 - ☐ Too much animation does not necessarily make a presentation better. No animation is okay.

- ☐ Do not include too many slides. The general rule of thumb is 1 slide per minute of presentation for experienced presenters and ½ of that for beginners. Therefore, your presentation should have a total of 20 to 40 slides.
- ☐ *REQUIRED/RECOMMENDED SLIDES:*
 - ☐ **Title slide** with the following information:
 - ☐ Full title of the research.
 - ☐ List of authors.
 - ☐ Publishing venue and year of publication.
 - ☐ Presenter name (your name).
 - ☐ **Outline:** brief preview of the major sections of your presentation (similar to the Table of Contents).
 - ☐ **Hook slide:** attention getter that makes the audience interested in the presentation.
 - ☐ **Background slide(s):** one or several slides explaining the topic, giving definitions, examples or observations.
 - ☐ **Problem statement slide(s):** one or several slides describing the general problem the research is trying to solve.
 - ☐ **Motivation:** Somewhere in these slides clearly explain why it is important to solve the problem (motivation).
 - ☐ **Solution insight slide(s):** one or several slides introducing the approach (insight) the research employs to solve the problem.
 - ☐ **Challenges slide(s):** one or several slides elaborating on technical challenges the researchers face when solving the problem using the proposed method
 - ☐ **Approaches (plan):** Briefly introduce what approaches are used by the authors to address the technical challenges.
 - ☐ **Technical slide(s):** one or several slides describing the technical details of the solution. These slides should elaborate on the chosen approach (plan). This is **rarely** explained in one slide.
 - ☐ **WHEN APPLIES: Implementation and/or Deployment slide(s):** one or several slides describing the experimental setup or other proof-of-concept implementation of the proposed solution; some highly-theoretical papers might not have this part at all.
 - ☐ **Evaluation slide(s):** one or several slides that show the results of measurements, experiments or analytical evaluation of the proposed solution.
 - ☐ **Conclusion slide** with the following items:
 - ☐ Brief summary of the research
 - ☐ Brief summary of the results/evaluation of the research
 - ☐ Brief summary of the impact (significance) of the research
 - ☐ **Reflection slide:**

- ☐ *IN YOUR OPINION*: what are the strengths of this research
- ☐ *IN YOUR OPINION*: what are the weaknesses of this research
- ☐ How did reading this paper change your perspective?

Presentation delivery (rubric):

- ☐ Introduce yourself: say your name and your role at Rowan.
- ☐ Introduce the full title of the paper.
- ☐ Say the affiliations of the authors (no need to name each author, but you may want to briefly introduce some authors if there is something special about them, e.g., a very famous professor or a person you worked with).
- ☐ Explained where and when the paper was published.
- ☐ Within the first minutes of presentation, give one or two reasons why you chose this paper to present.
- ☐ Maintain periodic eye contact with the audience.
- ☐ Do not read from the slides; use your own words.
- ☐ Do not stay for too long on one slide. Do not over-explain. Do not reiterate the same point.
- ☐ Use a loud voice.
- ☐ Engagement with the audience is not required but highly recommended.
- ☐ Learn how to properly pronounce difficult words.
- ☐ Be confident and use your body language and voice intonation to radiate excitement about the presentation.
- ☐ If the presentation is not about your own research, present it as if it was your own research.
- ☐ Use the “we” language (instead of “they”) when talking about the research.
- ☐ **VERY IMPORTANT:** Keep track of time and finish on time.
- ☐ **VERY IMPORTANT:** Rehearse the entire presentation at least 2 times.
- ☐ Do not try to memorize your presentation.
- ☐ *OPTIONAL*: If you want, it is okay to use index cards, presenter-side notes, or other cues, but do not constantly stare at them.
- ☐ When the presentation is over, thank the audience for attending and say that you are ready to answer questions.
- ☐ Use proper transitions from one slide to the next.