

COGS138 SPRING 2023: FINAL VIDEO PRESENTATION GUIDE, INSTRUCTIONS, AND INFORMATION

C. ALEX SIMPKINS, PHD

1. INTRODUCTION

You will, as we discussed, need to create a 5-10min presentation about your project, and share a link in your github repo final report. We will also provide a form where you can list how your are sharing your presentation and a direct link, so we can make a password protected type location where you can all access them without making them all public as some groups might not want to do that.

1.1. How to use this document. This document will help guide you. We have sections about what to expect, guides for how to design the presentation, give it, how it will be graded, and a suggested structure. However we are not going to impose a structure at this time as many groups may have completed this video already or be in process - you can create your presentation how you see fit as long as it fits within the timeframe, but it should be as professional as possible. Being flexible doesn't mean you don't need to do much of anything or put minimal effort in.

1.2. How we recommend approaching this. We recommend a set of slides - it can be an additional element in your showcase to use for job applications, research/academic applications, and as a reference. It helps provide something people can quickly look through to get the gist of your work. Being so short it wouldn't be a large time drain to write it and would guide your presentation, so it's repeatable. Also this is a terrific experience from which you can learn a great deal.

2. WHO HAS TO TALK?

We get this question often for this and the data science class. NOT everyone needs to present, but ideally everyone should have involvement in the creation in some way, to learn from the experience. Alternatively if one or two are more responsible for the presentation, it is the responsibility of those members to show and explain what you did to the rest so all can gain from the experience.

It is your group and it is up to you how that works out - as part of group the management you should list out the tasks and divide them up in a way that works for your team and project. Find your flow - maybe each of you would like to speak, maybe one person is comfortable and the others are not.

3. TURNING IT IN

You will simply need to provide a link or the file, however works for you such that we can access it for grading purposes, and it should be included with your report (I suggest a section at the bottom as an appendix, before the references). If you have slides, please include them with your github repo so we can access them easily. We will also provide a location to turn in the file or link that everyone can access and provide their viewing and feedback forms (3) plus any extra credit that you want to do. Remember it's 0.5 percent extra credit each extra review beyond the 3.

4. GUIDELINES

4.1. Length. You can choose the exact number of slides that are appropriate, however you must keep within 10min at maximum length.

4.2. Structure. This is a professional presentation. Therefore it should have a title slide (if using slides), which includes the title of your project and enough information to identify the venue for the presentation. In this case it is COGS138 at UCSD, Spring 2023. It should include your names (first and last).

Since it is this late in the quarter, and we have not made specific requirements as to content we will not impose those now and force you to rewrite your presentation if you have already completed it. As we have stated, it must be well thought out and clear, express the idea in the time allotted, introduce the idea, question, hypothesis, motivation, data, results, and ultimate conclusion summaries. This can be challenging to fit into this short time, so realize you will not have time to and are not expected to just try to insert every detail of your project. You need to boil it down to the essence, the main points of the project, hypothesis, data, results, and conclusion as well as the significance.

However if you would find a guide useful, we include it below. Here's a suggested structure, but this exact structure is not required:

- **Title slide** - This would have names, title, course number, UCSD, Spring 2023
- **Introduction/background (1-2 slides)** - A brief introduction to your project, the background context, where this fits into it all
- **Question and hypothesis (1-2 slides)** - This serves to show what your questions are about the previous section from a neural data science perspective, and will lay out the hypothesis and null hypothesis.
- **Data (1-2 slides)** - Here you will summarize what data you used, how it is structured, what you did to get it usable, the source and experiments that generated it
- **Results (1-3 slides)** - This is the part where you say what the results of your analysis were, what is the outcome? You do not draw conclusions but simply state what the results were, how you analyzed it all.
- **Conclusions (1-2 slides)** - You normally in a paper restate a summary of the project, then say what the outcome was briefly and then what it means in terms of significance. You state what could be done further, where it could go. Remember

the hourglass shape of research communications? This is the bottom so ultimately a broader statement.

4.2.1. *Laying out slides.* Do not write too much text in each slide, so do not expect to copy and paste your paper into the slides in its entirety. This is a standard notion and important to learn. Remember you are going to explain the slide, so use 3-4 bullet points, possibly with sub-bullets if you really need it, but not more than 4. Figures should be clear, of appropriate size to be visible, as is normally expected in a professional presentation, have labels if appropriate and a title or explanation (brief).

The slide should typically have a title at the top that explains what the slide is about in one line, briefly.

4.2.2. *A note on presentation timing when preparing for similar things.* In general with professional presentations you should be able to summarize your project at 3-4 timescales - 15min, 5min, 30sec at least. When you talk to people at conferences and job interviews, sometimes you will have more time to explain, other times people want the absolutely compressed 30sec edition, and you need to boil it down to the essence as we said earlier. So this is great practice.

4.3. **Timing.** A good rule of thumb is 1-2min per slide. For some slides like the title and any references you include you can exclude those slides from the calculation, and some slides will take longer than others. The key is to actually say the presentation out loud a few times, after 1 time it will be much better than 0, and after 2 it gets even better, you will be able to predict the timing and know if you have the right amount or too much. Expect probably less than 10 slides.

4.4. **What level to make the content.** Assume that the audience is not an expert in the topic you are presenting about, but is intelligent. You should be able to take any student off the street and if you gave them your presentation they should be able to understand what you did, why, and what the outcome was.

5. THE VIDEO RECORDING

You can do a screen capture and record audio along with it. There are numerous ways to do this for free. If you are unsure and a bit of quick research leaves you confused please come to office hours and ask questions or reach out over piazza or email. You can record a video of you talking through the slides and put it side by side with the slides/screen etc but this is not required and is more complex. It's up to you, don't sacrifice quality of your report for this, this is secondary to the report and project.

But whatever you do it should be clear enough to see and understand. Try to capture good quality audio - so a quiet room not a crowded area of campus. You can use your phone's audio recording app or download one, these days there are quite good microphones on phones. If it's a little imperfect that's understandable if that is unavoidable. Just do your best.

5.1. Your voice. Do not speak in a flat monotone, but try to sound expressive, motivated and positive. With presentations timing is key - speak a line or sentence and have a moment to pause. There does not have to be continuous sound. The more you practice the more you will find you are not rushing and speaking at high speed. Avoid saying things such as 'um,' 'uh,' 'like,' and being too informal. Before you start take a moment, breathe, gather yourself and your thoughts, and smoothly speak. Relax. Sometimes closing your eyes for 30 seconds and quietly breathing while allowing your mind to clear of extraneous thoughts can be helpful.

5.2. If video of your face and body are captured. Try not to fidget. Stand alert, resist the urge to bounce around, rock back and forth, etc. You can use your hand and arm gestures for emphasis. Talk into the camera where possible, avoid just looking down and reading. If you need to read, be sure to look into the camera regularly as you talk. Dress appropriately, but don't feel like you need to overdo it in this case. If you have a bright light on you, probably reflective clothing should be avoided.

Lighting - the room needs to be lit reasonably and have enough ambient lighting so the video can capture you and not be grainy.

6. HOW IT WILL BE GRADED

Rubric will consist of a few points:

- (1pt) title slide or introduction to tell us what this is, names included etc?
- (1pt) within 10min? Clearly expressed content?
- (1pt) clearly stated/presented the question and hypothesis?
- (1pt) discussed/explained/showed essentials of the datasets
- (1pt) results explained/showed in a clear concise way? If plots are included are they formatted correctly?
- (1pt) conclusions of the project included?

7. CONCLUSION OF THIS DOCUMENT

Essentially you are going to be expressing and motivating your project, telling the audience what it is all about, why you did it, and what you found. It should be done as professionally as possible and not randomly or in a way that clearly shows no effort went into it. It is also a chance to show your passion for the topic, be positive and engaging. This document gives a variety of input that may be useful. You probably are aware of many topics covered but there might be some useful information here. Hopefully it orients you to what to expect and how to go about making the recording, structuring the presentation etc.