

IFT6759 Guidelines

Project Presentation

Duration: 15 minutes + 5 minutes questions

Goal: Give a technical presentation, an overview of what has been done during the project. The problem description should be short. You then need to describe the methods used to solve the problem, the results (including a short discussion), your contributions, the limitations of the current approaches and recommendations for future work.

General advice:

- Respect the time. Do not try to fit too much material in a talk. About 1 slide per minute is a good rule of thumb. If many of your slides are animated, you can have more.
- Be brief and to the point.
- You can prepare extra slides if you feel like it can help you to answer questions.
- Get feedback by giving a practice talk. This also helps with timing

Example of sections (this is not mandatory):

- Introduction (~1 slide)
- Methods
 - Dataset used (~1 slide)
 - Algorithms tested (~2 slides)
- Results including the discussion (~3 slides)
- Conclusions
 - Contributions (~2 slides)
 - Limitations (~1 slide)
 - Future work (~1 slide)

Slides:

- Make effective use of figures.
- Keep text to a minimum.
- Do not read your slides word-for-word. It's boring!
- Slide titles should be short and descriptive.
- If you use animations, all common elements must remain in exactly the same position. Make sure that your presentation can be exported in a flat pdf form that is not broken because of the animation
- Emphasize the most important parts of the slides.
- Keep fonts large and easy to read from the back of the room.

How to present:

- Make eye contact with the audience. Look at different persons in the room, not always the same one.
- Don't hide your slides by standing in front of them.
- Don't use too many animations.
- Remember to keep time for questions.
- It's ok to give the audience a few seconds after finishing a section to absorb the information.
- Advanced: short silences are not necessarily bad. You don't have to fill every second with sounds. This is how you can avoid having awkward 'eeeeeeehhhh' / 'hhhhhhuuummm' when presenting.