



**TÉCNICO**  
LISBOA

# **Guidelines for a Good Presentation**

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# Outline

- Basic principles.
- Structure.
- Sizes and contrast.
- Style.
- Examples.
- Conclusions.

# Basic Principles

- The presentation of a work is intended to show only its major aspects, and not the whole of it.
- One should choose the most important results for the presentation.
- The presentation should be structured in the same way as the work.
- The number of pages should be such that 1 to 2 pages corresponds to 1 available minute.

# GPE Paper Specific Guidelines

- The presentation of your paper should be 45 minutes.
- All members of the team should be involved in the presentation.
- After the presentation, all members from the two challenging teams will put questions to you.
- Evaluation is based on:
  - content quality,
  - structure,
  - critical positioning,
  - synthesis capacity.

# Structure

- The structure should be as follows:
  - Cover
  - Outline
  - Introduction/Motivation/Objectives
  - Development ...
  - ...
  - ...
  - ...
  - Conclusions

# Cover

- The cover page should contain:
  - the title of the work;
  - the names of the authors;
  - the institutions to which the authors belong to.

# Outline

- The outline page should contain the main topics of the presentation.
- This list should not be an exhaustive one, but rather just the main global topics.

# Introduction/Motivation/ Objectives

- Introduction/Motivation/Objectives may occupy 1 to 2 pages.
- Introduction should introduce the area of the work, and how it is placed in a more global perspective.
- Motivation should describe the reason why the work is being done.
- Objectives should be listed, indicating the key goals of the work.



# Development

- Development should contain:
  - the key aspects of the work;
  - a description of the specific results of the work;
  - a critical analysis of results.
- Development should not contain:
  - general aspects of the work;
  - general concepts that were taught in the course.

# Sizes and Contrasts

- Each page should contain a few short sentences.
- Headers should be written in Times New Roman 44 pt (or equivalent).
- The text should be written in Times New Roman 32 pt (or equivalent), or slightly lower (28 pt).
- The colour of the text should make a clear contrast with the background, in order to make reading easy.
- The size of text in equations, tables in figures should be similar to the general one.

# Style (1)

- The style of the presentation should be coherent and uniform.
- One should write complete phrases, with well defined ideas.
- One should avoid using acronyms with not well known meaning.
- Include a reference to the source when using figures from other authors.
- Pages must be numbered.

## Style (2)

- Each page should contain a specific title related to its contents.
- Do not repeat the titles. In case it is needed, include numbering after it, so that they can be differentiated.
- This presentation should be used as a template, hence, sizes, dimensions, and so on, should not be changed.

# A Good Example for Equations

- The problem can be expressed by a Markov chain:

$$P_b^k = \frac{\sum_{n \in B_k} \lambda_k(n_k) \cdot p(n)}{\sum_{n \in U} \lambda_k \cdot p(n)}$$

where  $p(n)$  is the probability of the system being in state  $n$  and

$$\lambda_k(n_k) = \alpha_k + n_k \cdot \beta_k$$

# A Bad Example for Equations

- The loss can be calculated via one of the following equations:

$$Q = \left(\frac{1}{2}\right)^N C_N e^{\sigma_N} \sum_{p=0}^{\infty} 2^p \sum_{p_2=0}^{p_1} \dots \sum_{p_{N-1}=0}^{p_{N-2}} \prod_{n=1}^N \frac{(p_{n-1} - p_{n+1})! \alpha_n^{p_n - p_{n+1}} I(p_{n-1} - p_{n+1}, \beta_n)}{(p_n - p_{n+1})!}$$

$$Q = \left[ \frac{b}{2\pi(d-b)} \right]^2 \frac{\lambda}{\sqrt{\Delta h_{base}^2 + b^2}} \left( \frac{1}{\Phi} - \frac{1}{2\pi + \Phi} \right)^2$$

$$Q = \sqrt{N} \left| \sum_{q=0}^{\infty} \frac{1}{q!} [2g_c \sqrt{j\pi}]^q I_{N-1,q} \right|$$

$$Q = 3.502g_p - 3.327g_p^2 + 0.962g_p^3, 0.01 < g_p < 1$$

# A Good Example for Tables

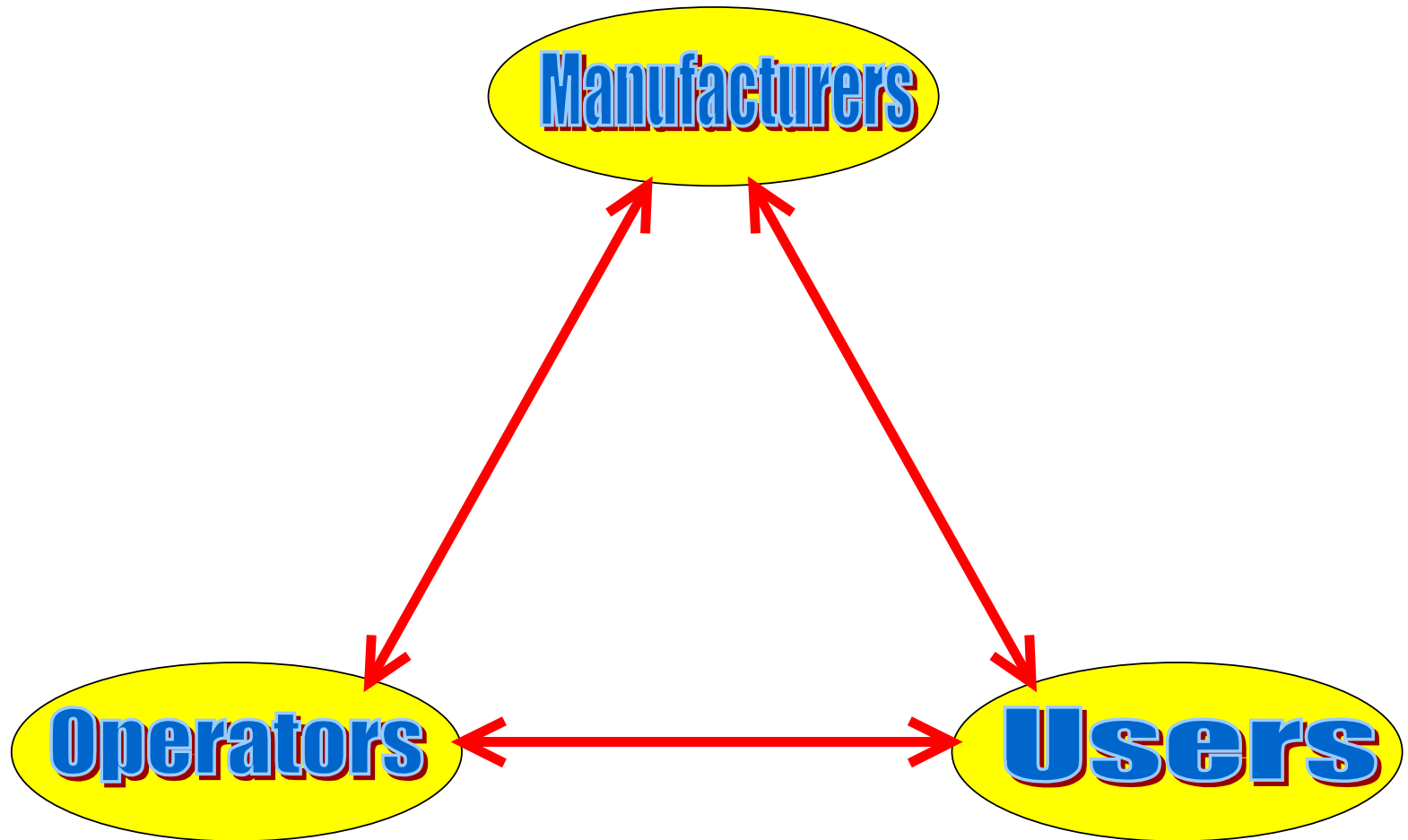
System	Launch	Country
NAMTS	1978	J
NMT	1981	N, S, SF
AMPS	1983	USA
C	1985	D
TACS	1985	UK
R2000	1985	F
RMTS	1985	I
GSM	1991	EU
PDC	1995	J
cdmaOne	1996	USA
UMTS	2002	EU, J

# A Bad Example for Tables

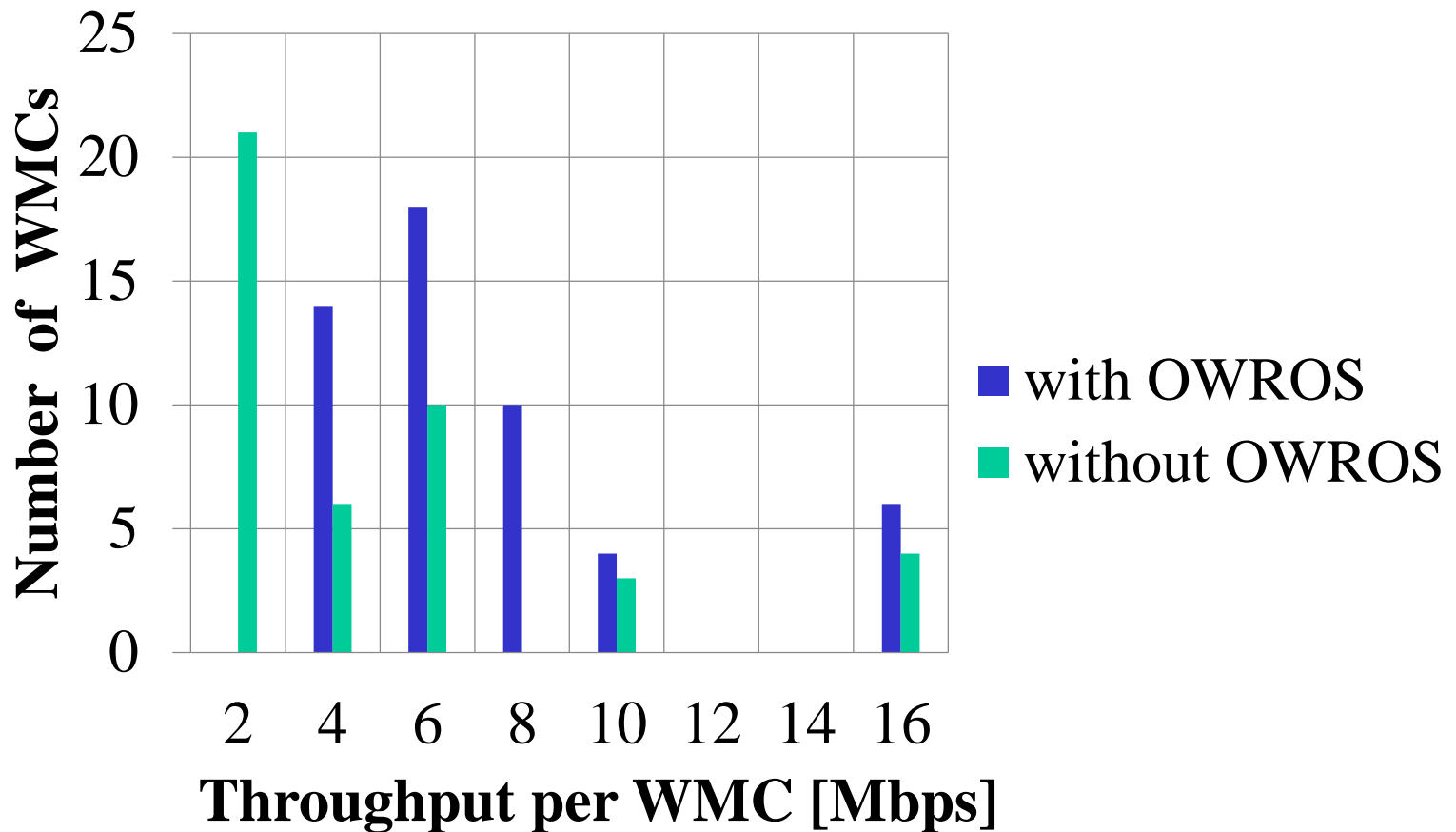
Application	Abbreviation	Average duration [min]	Data rate [kb/s]		Burstiness	
			UP	DOWN	UP	DOWN
HD Video-telephony	HVT	3	1920	1920	1	1
ISDN-Videoconference	IVC	30	384	384	1	1
Mobile Video Surveillance	MVS	120	1920	1	1	480
<b>HDTV Outside Broadcast</b>	<b>HOB</b>	50	8068	1924	1.11	1.43
Wireless LAN Interconnect.	WLI	15	146	4032	7.90	7.91
Data File Transfer (FTP)	FTP	0.33	19	384	23.85	1
Professional Images	PIM	10	384	8064	1	1
Desktop Multimedia	DMM	5	63	49	6.06	7.90
Mobile Emergency Serv.	MES	20	2731	2731	4.08	4.08
Mobile Repair Assistance	MRA	40	2328	2328	4.78	4.69
Mobile Tele-working	MTW	20	1930	1930	1.59	1.59
Freight & Fleet Managemt.	FFM	5	2736	2736	4.07	4.07
Electronic Mailbox Service for Multimedia	EMB	1	63	1536	6.06	1
E-commerce	ECO	5	16	49	24.15	7.90
Multimedia Library	MML	40	5	2328	240	1.32
Tourist Information	TIN	15	76	243	15.06	7.90
Remote Procedure Call	RPC	5	10	194	120	7.90
Urban Guidance	UGD	5	1935	1935	1.59	1.59
Assistance in Travel	ATR	20	1935	1935	1.59	1.59
TV Programme Distribut.	TVD	90	0	8064	-	1
E-newspaper	E-NP	20	1	243	480	7.90



# A Good Example for Figures (1)



# A Good Example for Figures (2)



- There should be a concluding sentence for each figure.

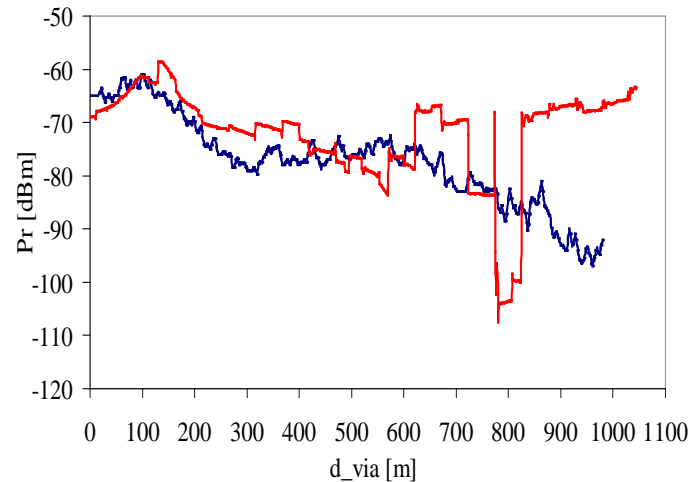
# A Good Example for Figures (3)

- This is a nice figure.



(TaskOne, 2014)

# A Bad Example for Figures



- The comparison between theory and measurements shows that the model is reasonable.

# Conclusions

- This presentation describes some basic principles for a good presentation of a work.
- The structure should be similar to the one of the work.
- Fonts should be large enough, so that it is easy to read text, graphics, tables, and so on.
- Sentences should be short and complete, with well defined ideas.
- Each page should correspond to around 1 minute presentation.

# Thank you!

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