TALK PREP

ESS Research, EDA Research, Perspectives and WACI technical manuscript presentations are presented in a format composed of two parts:

1. A 12 minute presentation with 3 minutes for question and wrap up
2. A 30 minute poster session at the end of each session. The poster should contain a detailed exposition of your work (Please see Poster Prep for details on how to create a poster)

Your written manuscript is published in the Proceedings of the conference, and is available to your audience prior to your presentation. In the manuscript, you have presented your contribution in detail, including a lengthy introduction to the subject, a description of your work with proofs and detailed results, and a list of references. Many of those in the audience will have already read or glanced through your manuscript. Your 12-minute presentation should focus on the key ideas behind your work and should motivate the audience to seek more details at the poster that you will present during the last half hour of your session.

Remember that 12 minutes is a short amount of time, and thus requires you prepare your presentation in a completely different fashion from longer presentations. You will not have time to explain details of your algorithm, your framework, or all your experimental results. Instead, use the 12-minutes to convey the key idea behind your work using a simple motivational example and demonstrate efficacy using a single summary result slide. Use the poster to convey a detailed exposition of the algorithms, techniques, relationship to previous work, and detailed experiments. A successful 12-minute presentation will motivate the audience and pique their interest to seek more details, clarifications, etc. at your poster!

User Track extended abstract presentations are presented in a format composed of two parts:

1. A 12 minute presentation with 3 minutes for question and wrap up
2. A 30 minute poster session at the end of each session. The poster should contain a detailed exposition of your work (Please see Poster Prep for details on how to create a poster)

Your 12-minute presentation should focus on the key ideas behind your work and should motivate the audience to seek more details at the poster that you will present during the last half hour of your session.

Remember that 12 minutes is a short amount of time. You will not have time to explain details of your algorithm, your framework, or all your results. Instead, use the 12-minutes to convey the key idea behind your work using a simple motivational example and demonstrate efficacy using a single summary result slide. Use the poster to convey a detailed exposition of the algorithms, techniques, relationship to previous work, and detailed experiments. A successful 12-minute presentation will motivate the audience and pique their interest to seek more details, clarifications, etc. at your poster!

To help you prepare a successful 12-minute presentation, we have prepared the following sample video and the corresponding presentation slides:
Sample talk video:
http://www.youtube.com/watch?v=lfuVbxC8hBg
Sample slide presentation:
http://www.dac.com/App_Content/files/48/dac-12min-sample-eroc.pptx

Special Session presentations will follow the 30-minute presentation format; 25 minutes to present with 5 minutes to answer questions and wrap up the presentation. Your written manuscript is published in the proceedings of the conference, and is available to your audience prior to your presentation. In the manuscript, you have presented your contribution in detail, including a lengthy introduction to the subject, a description of your work with proofs and detailed results, and a list of references. Many of those in the audience will have already read or glanced through your manuscript. The goal of your concise presentation is to pitch the basic idea behind your manuscript within 30 minutes. During your presentation, they will expect to hear you introduce the problem, talk about your approach and support your conclusions. You can be less formal than in the written version, less analytical in speaking about your subject.

Panel presentations will follow the 30-minute presentation format; 25 minutes to present with 5 minutes to answer questions and wrap up the presentation. The Panel format will be determined by the Panel Organizer and moderated by the Panel Chair. Panels are not required to produce a written manuscript for the Proceedings or produce a slide presentation. However, slide presentations are encouraged in order to further clarify the topic. During your presentation, they will expect to hear you introduce the problem, talk about your approach and support your conclusions. A good panel session explores a single, high-level issue or question and has representatives discussing differing viewpoints. Controversy is appropriate; bickering and personal attacks are not. Sales pitches are inappropriate in a DAC panel. You will alienate your audience if ANY of the panelists attempt to use the conference panel session as a way to promote their products.

KEEP IN MIND….

- ## You Must Make Every Word Count!

- Introduce the problem. What led to your work? What were your goals?
- Summarize previous/related work. Point out the limitations for your problem.
- Describe your solution or approach, focusing on the key ideas, and present the conclusions to be drawn from your work.
- Present any experimental evidence you have to support your conclusions.
- Identify incorrect approaches taken, so as to prevent others from wasting effort.
- Why is your solution a good one? What are its disadvantages or limitations?
- Suggest other applications of your work. Do you recommend further development along the lines of your work? Why or why not?
- Summarize the presentation with a simple statement of the problem, your key ideas, your conclusions, and, if appropriate, your directions for future work. Try to tell your story in a straight line. Each point should lead to the next, and remember that understanding is enhanced with simple organization. If your audience has not read your manuscript, you want them to leave the room with a strong desire to do so.
- Avoid repeating material that can be found in the written version.
- Avoid spending too much time describing the structure of your talk.
- Don't simply transcribe the flow of your manuscript to your talk.
- Do not assume that they know what you know; what is perfectly clear to you must be made clear in minutes to people not so familiar with the subject.

Helpful Presentation Tips:

- Give the audience a chance to read the slide.
- Speak across slides.
- Let your conversation flow across a slide boundary to the next slide. Lead into it, as if you know what is coming (you'd better!). Pauses between every slide make the talk a "slide show" rather than an integrated presentation.
- Avoid talking "at" your slide.
- If you feel the need to flash by a slide quickly, then take it out! It isn't adding anything to your presentation.
- Only include outline slides at the beginning of a section if the sections are more or less evenly distributed, otherwise *explain in words when you are moving on to a new area*, with a brief pause to avoid the distraction of a fast slide.
- Duplicate any slides that are to be used more than once.
- Avoid phrases like "this slide shows" or "on this slide". Talk about the material on the slide, not the slide itself. Again, it becomes a "slide show" if you do.
- Be careful how you use the pointer.
- You will have a laser light pointer to identify features on your slides. Don't wave it around when you are not using it and only push the button to turn it on when you are actually making a point on the slide. Don't wave it around on the slide either or it will distract your audience. Point it at the screen, where you want it, and hold it there for a few seconds. Then turn it off. It may also be rested against the lectern
- Try to avoid nervous habits.
- Don't bounce on your feet from side to side or wring your hands. If you feel nervous or don't know what to do with your hands, hold the lectern.

- Conclude your presentation with a point of punctuation.
- Say "thank-you" forcefully, for example. This keys the audience that you have finished and they should applaud or wait for the Session Chair.

How to Use Verbal and Visual Elements:

Verbal vs. Visual Elements

Ideas that preclude words are supported with pictures and graphs on the screen. To the eye, your presentation will give information about shapes, colors, surface qualities, and spatial relationships. To the ear, your presentation will provide reasoning. The best technical talk is an effective mix of verbal and visual elements.

Illustrate what you cannot verbalize, what would take too long to describe, or what you want to emphasize. Use slides to hold attention, illustrate, clarify, restate, explain and interpret. Ears have trouble accepting numbers and abstractions. Numbers are easier to remember if they are written out. Quantities and relationships must be visually compared. By adding illustrations to your spoken words, you add understanding to what you are saying and enliven interest in your presentation.

- **Animations**
  Make use of its dynamic capabilities to highlight different features, to indicate a chain of reasoning, to introduce successive levels of detail into an example, or to demonstrate the dynamic behavior of an algorithm.
- **Maintain context**
  Never say one thing visually on the screen and something else orally. The mind can not readily accept such conflicting information even when both things are correct and related.
- **Blank slides**
  Slides are an aid to your presentation and not the presentation itself. Avoid reading slides; keep your attention on the audience. Sometimes, you might wish to digress from the topic of the current slide but do not want the audience distracted by the next one. In this case, use a blank slide of a subdued color (dark color, no white).
- **Prepare for the discussion and question period during your poster presentation**
  Make a list of probable questions. This will help you to make a quick response.

Use of Specific Visualization Tools

- **Outline or overview slides**
  Topic slides focus attention on key thoughts and orient the audience. An outline of major topics to be covered should be your opening slide. But **be careful not to read it** - the audience can do that without your help. Be brief, but be sure you give the audience the proper orientation for the body of the talk.
- **Trends**
  Continuous line graphs show trends or correlations effectively. Be sure to label both X and Y axes. Make sure the graph has enough information to be understood without a lengthy explanation of its details - simply interpret it.
- **Comparisons and proportions**
  Bar graphs are best for comparing magnitudes. Pie charts are good for showing relative parts of the whole.
- **Symbols**
  Symbolic diagrams of circuits or flow charts are useful if carefully prepared and if not too detailed. Use IEEE standard symbols where applicable. Otherwise, define your symbols.
- **Flow and relationship**
  Simple flow charts or schematic diagrams can convey flow or relationships to be described. Show only those parts or details necessary to explain how a thing works. Convey ideas with pictures rather than words if possible.
- **Tabular data**
  Avoid tables! Use graphs or charts instead. If you must use a table, include only items that you will mention. Normalized data or easy visual comparison - relative run-time, normalized to a particular line in the table, is much easier to interpret than actual CPU times. When you must compare numbers, arrange them vertically rather than side-by-side. Use contrasting colored numbers to highlight significant data in tables. Include a leading zero when showing decimal fractions - .56 is easy to confuse with 56 while 0.56 will not be confused.