Master's Project
Midterm Presentation Guidelines

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Outline

- Introduction

- Guidelines

  – Content

  – Style

  – Timing

  – Practice

- Questions

Introduction

- Midterm Presentations
  - Week 09 (October 19, October 21)
  - 12% of final grade

- Final Presentations
  - Week 15 (November 30, December 02)
  - 26% of final grade*

Presentation Guidelines

Presentation Content

Outline

- Introduction

- **Guidelines**

  - **Content**

  - Style

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- Questions

Recommended Slides

- Title
- Outline
- Context/Motivation
- Main Content
  - Section Title
  - Section Outline
  - Section Slide

- Conclusion
- End Content
  - References
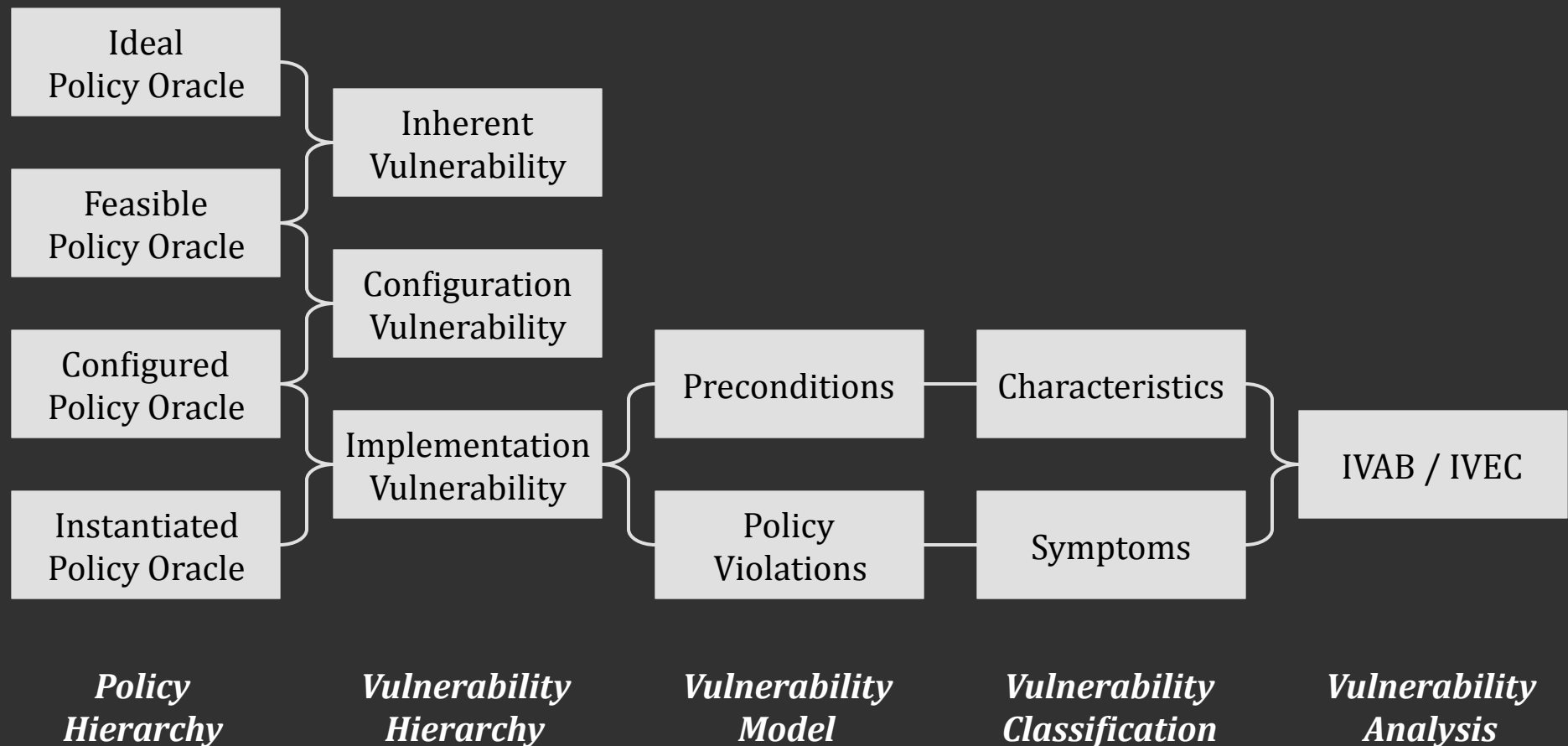 - Questions
  - Contact
  - Supplemental

Title Slide

- Emphasis on Title
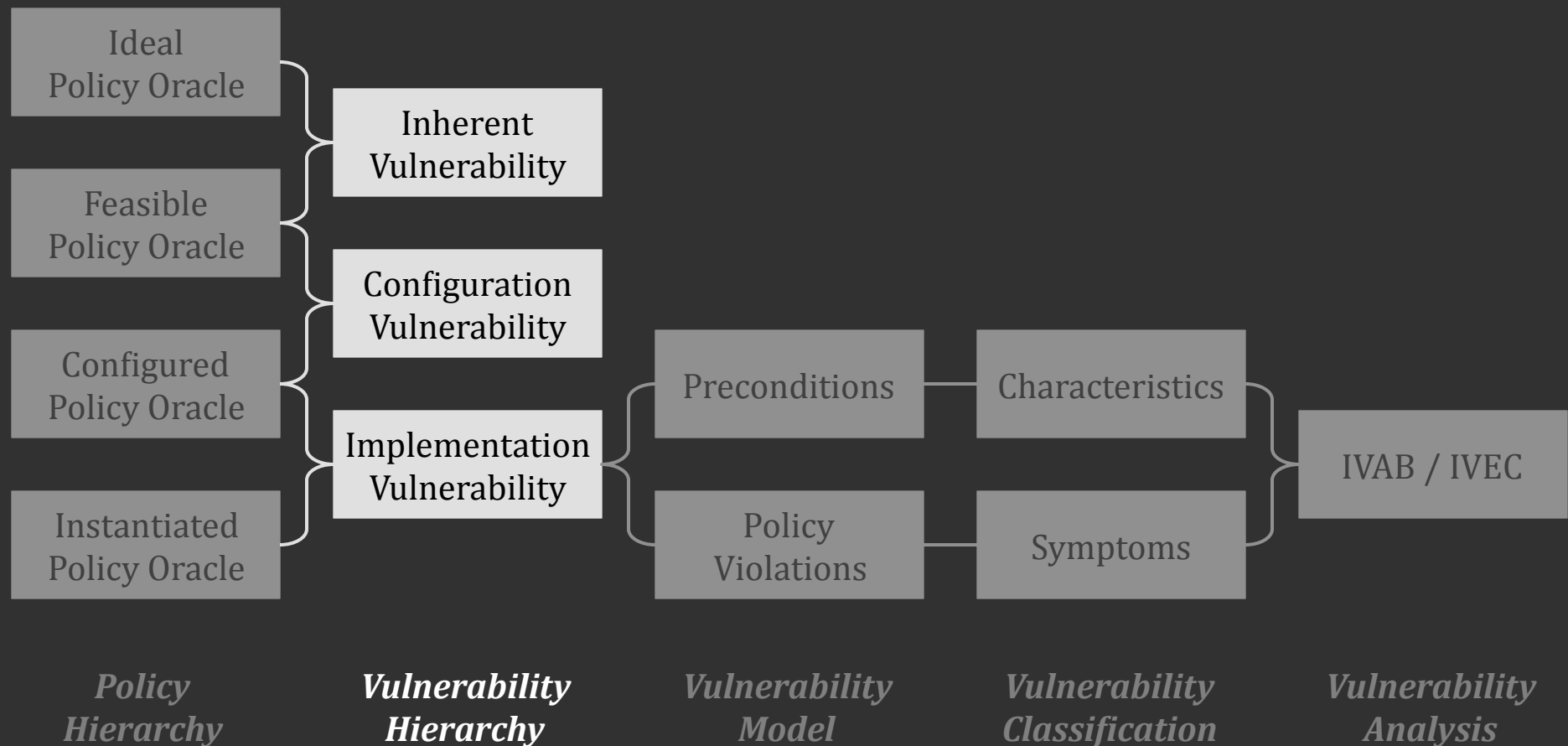- Include Date
- Include Names
  - Presenters
  - Project Members

Outline Slide

- Provide high-level overview

- Repeat before each section
  - Provides context

Outline/Overview Slide

Ideal Policy Oracle				
Feasible Policy Oracle	Inherent Vulnerability			
Configured Policy Oracle	Configuration Vulnerability			
Instantiated Policy Oracle	Implementation Vulnerability	Preconditions	Characteristics	IVAB / IVEC
		Policy Violations	Symptoms	

Policy Hierarchy ***Vulnerability Hierarchy*** ***Vulnerability Model*** ***Vulnerability Classification*** ***Vulnerability Analysis***

Outline/Overview Slide

Ideal Policy Oracle		
Inherent Vulnerability		
Feasible Policy Oracle		
Configuration Vulnerability		
Configured Policy Oracle		
Implementation Vulnerability	Preconditions	Characteristics
Instantiated Policy Oracle	Policy Violations	Symptoms

IVAB / IVEC

Policy Hierarchy **Vulnerability Hierarchy** *Vulnerability Model* *Vulnerability Classification* *Vulnerability Analysis*

Context/Motivation Slide

- What order should you do the following:
  - Explain what you do
  - Explain why it is important

Context/Motivation Slide

- What order should you do the following:
  - Explain what you do (LAST)
  - Explain why it is important (FIRST)

- Context important to understanding
  - What is your problem?
  - Why is your problem important?
  - How do you solve your problem?

Conclusion Slide

- Brief Summary
  - Revist Outline

- "Take-home Message"
  - If the audience remembers one thing... what should it be?

Supplemental Slides

- Always good to have "backup" slides
  - Anticipate questions
  - Provide more detail
  - Fill unexpected time

Slide Elements

- Required:
  - Slide Title*
  - Slide Number*

- Optional:
  - Slide Footer

Some slides, like title slides, may not have these elements.

Slide Elements

- Avoid code and math equations
  - Very little can be absorbed at once
  - Details can be found elsewhere

- Keep content brief
  - Avoid "wall of text"
  - Don't want audience *reading*, want audience **listening**

Wall of Text

- Right now it doesn't matter what I am talking about you are too busy trying to read the text on the slide, or you have already given up on trying to read this and have tuned out of the presentation entirely. If you have something specific to say, use the slide notes or handouts, don't put it on the slide itself. It is hard to listen and read at the same time, so limit how much your audience must do both.

Slide Content

- Check for:
  - Consistent capitalization
  - Consistent punctuation
  - Correct spelling
  - Correct grammar*

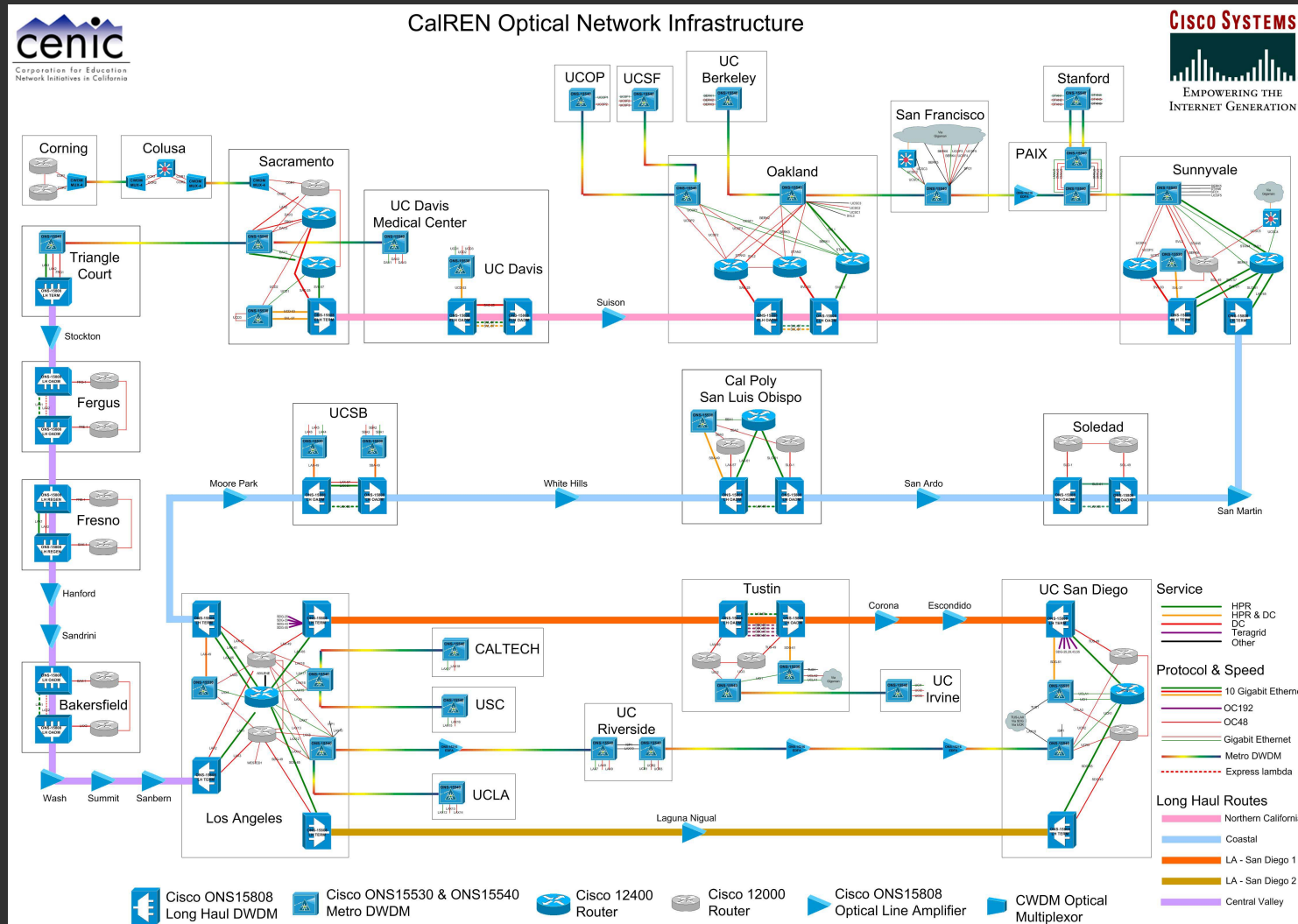*Use phrases, not full sentences*

Graphic Elements

- Limit unnecessary graphic elements
  - Logos okay
  - Unrelated stock photography not okay

- Use illustrations over text
  - Still must be simplified
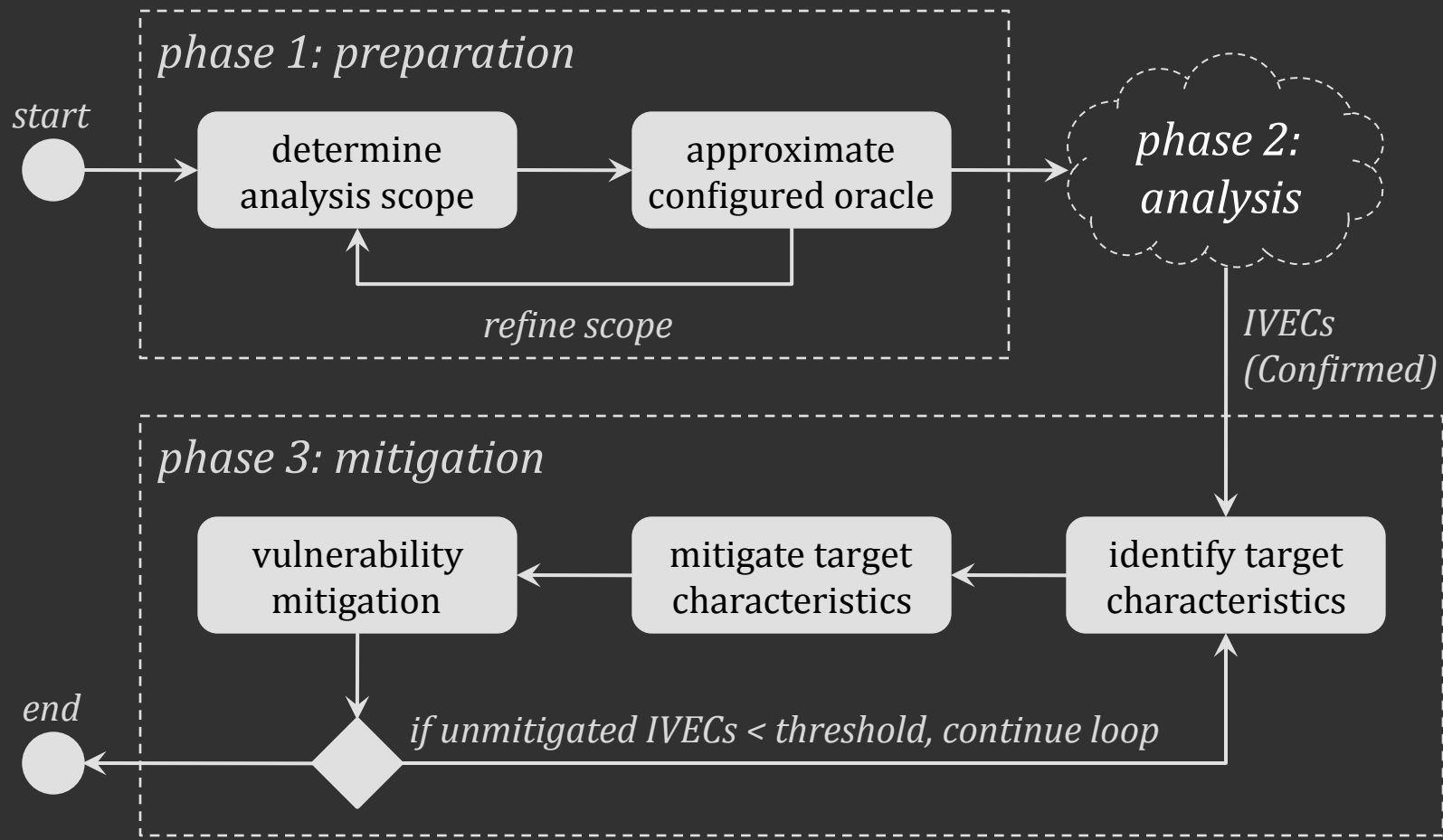 - Include title & annotations

Graphic Elements

- Simplify charts
  - Don't need minor gridlines
  - Labels must be larger font
 - Details won't be seen even if there...

Graphic Elements

CalREN Optical Network Infrastructure

http://www.cenic.net/operations/documentation/CENIC-Design.jpg

Graphic Elements

phase 1: preparation

start

determine analysis scope → approximate configured oracle

refine scope

phase 2: analysis

IVECs (Confirmed)

phase 3: mitigation

vulnerability mitigation ← mitigate target characteristics ← identify target characteristics

end

if unmitigated IVECs < threshold, continue loop

Graphic Elements

- Comics and Quotes
  - Used to break up presentation
  - Good for letting speaker pause
  - Has to be carefully selected
    - Professional
    - Inoffensive
    - Funny or insightful

Comics

http://www.phdcomics.com/comics/archive.php?comicid=1287
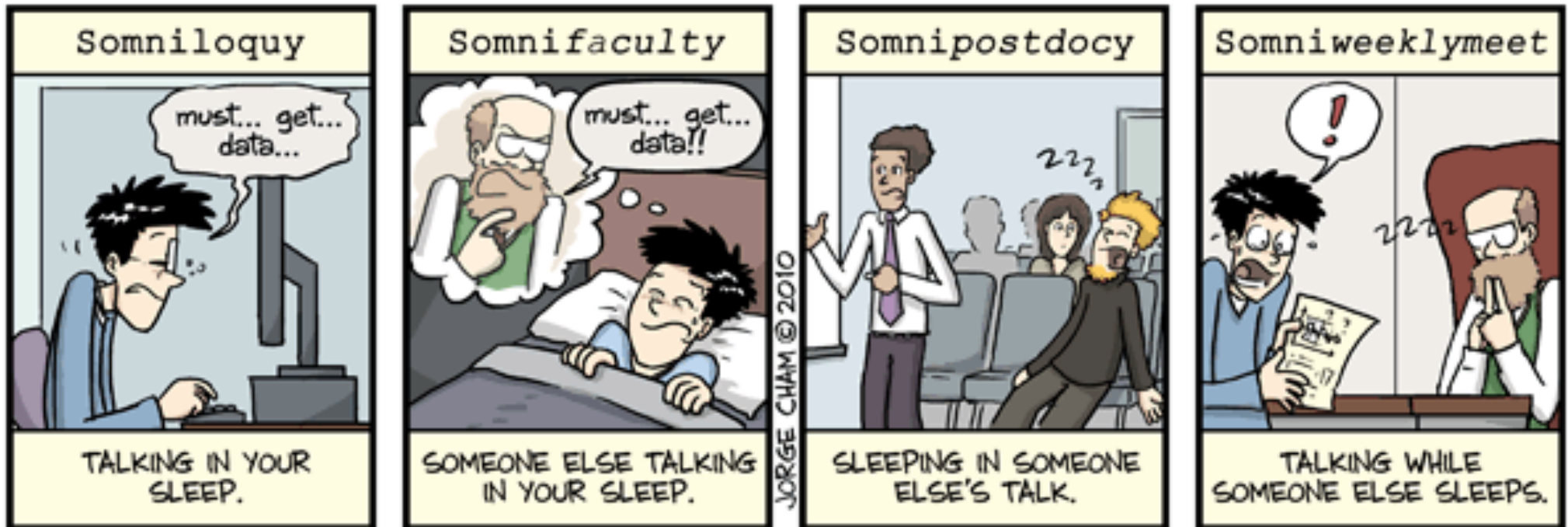
Presentation Guidelines

Presentation Style

Outline

- Introduction

- **Guidelines**

  - Content

  - **Style**

  - Timing

  - Practice

- Questions

Font Size

44 ABCDEFGHIJKLMNOPQRSTUVWXYZ

40 ABCDEFGHIJKLMNOPQRSTUVWXYZ

36 ABCDEFGHIJKLMNOPQRSTUVWXYZ

32 ABCDEFGHIJKLMNOPQRSTUVWXYZ

28 ABCDEFGHIJKLMNOPQRSTUVWXYZ

24 ABCDEFGHIJKLMNOPQRSTUVWXYZ

20 ABCDEFGHIJKLMNOPQRSTUVWXYZ

18 ABCDEFGHIJKLMNOPQRSTUVWXYZ

16 ABCDEFGHIJKLMNOPQRSTUVWXYZ

14 ABCDEFGHIJKLMNOPQRSTUVWXYZ

12 ABCDEFGHIJKLMNOPQRSTUVWXYZ

Font Size

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16 ABCDEFGHIJKLMNOPQRSTUVWXYZ

14 ABCDEFGHIJKLMNOPQRSTUVWXYZ

12 ABCDEFGHIJKLMNOPQRSTUVWXYZ

Font Style

- Usually recommend Sans Serif
  - Easier to read at large sizes
- Sometimes okay to use Serif
  - Easier to read in large quantities
  - Math symbols
- Rarely use comic-book fonts
  - Unprofessional
  - Exception: Talking about comic books!

Font Capitalization

- Capitalize text consistently

- RARELY USE ALL CAPITAL LETTERS BECAUSE IT IS HARD TO READ AND CONSIDERED "SHOUTING" IN ONLINE CONTEXTS

- avoid using all lowercase letters

Animation

- Motion is a *preattentive attribute*
  - Notice it even if we don't want to

- Avoid unnecessary animation
  - No slide transitions

- Use motion to draw attention

Consistency

- Don't Capitalize One Bullet
- and then make the next one all lowercase

- Don't use punctuation…
- And then stop using it

Color Schemes

- Black and white boring
  - Many printers are black and white
  - Monitors are not!
- Limit use to 2-5 colors
  - Background color
  - Normal color
  - Highlight color 1
  - Highlight color 2

Color Schemes

- Resources:
  - ColorBrewer (made for maps, useful everywhere)
    http://colorbrewer2.org/

  - Kuler (create your own color scheme)
    http://kuler.adobe.com/

  - Color Theory
    http://owl.english.purdue.edu/owl/resource/715/1

Background Color

- Light Text / Dark Background
  - Text the "brightest" element
  - Reduces glare

- Dark Text / Light Background
  - Less "color washout"
  - Easier to print

Background Color

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Background Color

- Always make one "light" and one "dark"

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

Grayscale Version

Background Color

- Always make one "light" and one "dark"

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

THIS CAUSES EYE STRAIN

Background Gradients

Make sure the same color text works here…

…and the text color also works here

Background Images

Make sure the same color text works here...

...and the text color also works here

Slide Background

- Solid color best
  - Light background with dark text
  - Dark background with light text

- Gradients okay
  - Dark colored or light colored gradient

- Images or textures usually avoided

Rule of Thumb

- Slide content should be…
  - Most interesting thing on your slide
  - Most visible thing on your slide

- Slide style should…
  - Help convey your content, not distract from it
  - Be professional

Presentation Guidelines

Presentation Timing

Outline

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Timing

- Spend ≈1 to 2 minutes per slide
  - 30 minutes = 15 to 30 slides

- Build in "pause points"
  - Comic
  - Quote
  - Outline

Essential vs Optional Slides

- Running Too Long
  - Identify sections that can be skipped
  - Don't spend too much time at start (keep intro/background brief)

- Running Too Short
  - Slow down!
  - Prepare "supplemental" or "backup" slides

Demos

- Great for presentations

- Awful if something goes wrong
  - Three minutes of silence while you debug…

- Always rehearse a "demo script"
  - Test, test, and test again

Murphy's Law

Anything that can go wrong, will.

Presentation Guidelines

Practice

Outline

- Introduction

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  - Content

  - Style

  - Timing

  - **Practice**

- Questions

Practice

- Practice, practice, practice
  - Test how long presentation takes
  - Practice how you want to explain everything

- Beware timing!
  - More rehearsed, more efficient

Practice

- Use slides as reminders!
  - Okay to use slide notes and handouts
  - Not okay to read a transcript

- Practice in front of an audience
  - Your team members
  - A video camera*

Questions?

Answering Questions

- It is okay to…
  - Pause and think
  - Say you don't know
  - Take question offline
- It is **NOT** okay to…
  - Bluff
  - Distract
  - Panic

References

- Guidelines from:
  - Professor Buckwalter
  - Professor Rollins
  - Professor Brooks

- Web resources:
  - http://www.cob.sjsu.edu/splane_m/PresentationTips.htm
  - http://www.cheney268.com/training/PowerPoint/PowerPointTips.htm

Contact Information

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Supplemental Slides

CS 690: Master's Project • Fall 2010

Tips on Presenting

- Make eye contact
  - Find a sympathetic audience member
    (I will always smile back at you.)

- Don't read off a transcript
  - Unnatural and monotone
  - Unnecessary if practiced

Tips on Presenting

- Speak Slowly, Move Slowly
  - Don't race, don't pace
  - Stand slightly away from computer
    (have to pause to go to next slide, take a breath)

- Speak loudly
  - Project your voice to back of room
  - Rare that you'll ever speak too loudly