Assistant Professorship of Embedded Systems and Internet of Things
Department of Electrical and Computer Engineering
Technical University of Munich

Advanced Seminar
Embedded Systems and Internet of Things

Presentation Techniques

Schedule

17.10.2019 **19.12.2019** **9.1.2020** **23.1.2020** **30.1.+ 6.2.2020**

9 weeks   3 weeks   2 weeks   >1 week

Kick-off   1. Submission of paper

Call for Papers   *Final Submission*

Today

Submission of reviews

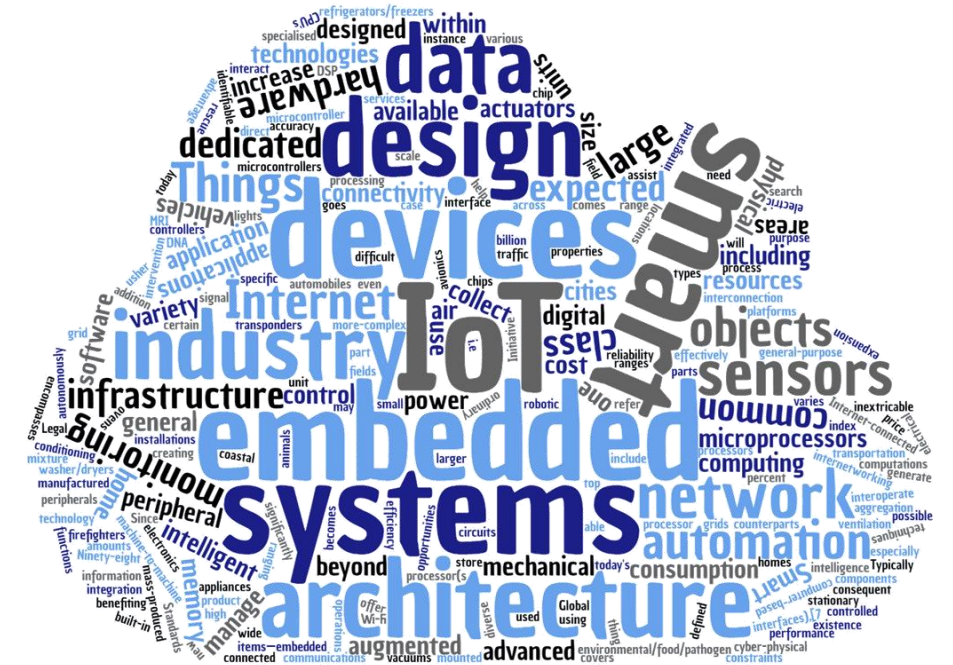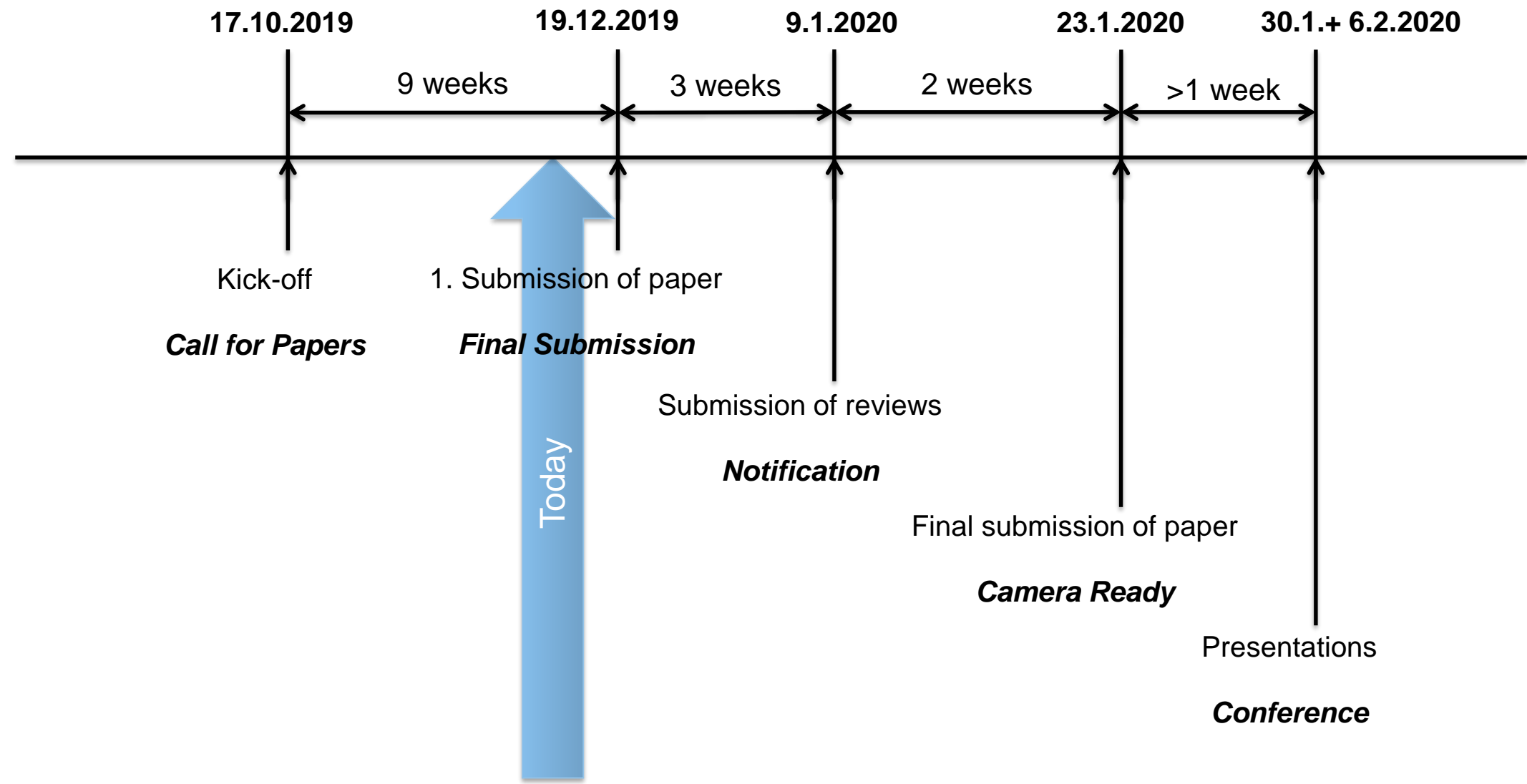*Notification*

Final submission of paper

Camera Ready

Presentations

Conference

Presentation

- Present your own paper and findings

- We will offer a test run in advance to receive feedback on presentation style and slide design.

- The final presentations will be held in a "Mini Conference" on 30th of Jan and 6th of Feb during our seminar slot.

- Discussions and feedback on others' presentations are encouraged.

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Presentation

- Every seminar participant presents his/her results using presentation slides (15 min)

- Every presentation is followed by a discussion on technical questions (5 min)

- A feedback discussion and handover to the next speaker follows (5 min)

- All discussions should be technical, constructive and fair

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Seminar BINGO!

To play, simply print out this bingo sheet and attend a departmental seminar.

Mark over each square that occurs throughout the course of the lecture.

The first one to form a straight line (or all four corners) must yell out BINGO!! to win!

SEMINAR BINGO

B	I	N	G	O
Speaker bashes previous work	Repeated use of "um…"	Speaker sucks up to host professor	Host Professor falls asleep	Speaker wastes 5 minutes explaining outline
Laptop malfunction	Work ties in to Cancer/HIV or War on Terror	"…et al."	You're the only one in your lab that bothered to show up	Blatant typo
Entire slide filled with equations	"The data *clearly* shows…"	FREE — Speaker runs out of time	Use of Powerpoint template with blue background	References Advisor (past or present)
There's a Grad Student wearing same clothes as yesterday	Bitter Post-doc asks question	"That's an interesting question"	"Beyond the scope of this work"	Master's student bobs head fighting sleep
Speaker forgets to thank collaborators	Cell phone goes off	You've no idea what's going on	"Future work will…"	Results conveniently show improvement

JORGE CHAM © 2007

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Building your presentation

- **Think like your audience**
  - Identify your audience: are they expert researchers in your field? Undergraduates? Non-scientists? When speaking to experts, you should focus less on background and more on data.
  - When presenting to non-scientists, speak more broadly about your interests without boring anyone with highly detailed data.
  - Tailor your talk to your audience.

- **Start with an outline and stay focused**
  - Clarify from the start what you'll cover: if the audience remembers one or two points from your presentation, what should they be?
  - The very best presentations we've attended have been focused, effectively paced, and on time. To achieve this, carefully refine your presentation's story arc. Maintaining this focus will empower your audience, and will potently reinforce your main point.

http://blogs.nature.com/naturejobs/2017/01/11/scientific-presentations-a-cheat-sheet/

Building your presentation #2

- **Limit words; use visuals!**
  - Avoid Death by PowerPoint: That dreaded presentation where the presenter reads off slide after slide after slide after slide, each with more words than a copy of *War and Peace*. Use images (and a few words when you need them).
  - Think about pathways or flow charts. If you do have slides with words: enlarge the font and aim to limit each sentence to one line.
  - You should be describing information verbally in enough detail that words on your slide are more-or-less unnecessary.

- **Optimize your scientific delivery**
  - Hypothesis slides are a must.
  - For methods and timelines, visuals can help clarify.
  - Simplify results by presenting only the most important data points.
  - Distill your paper's bar graph into the important bits — don't just copy-and-paste.
  - To emphasise, consider animating data points to guide the eye.

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Engaging your audience

- **Dress for success**
  - Clean off and spiff up for your presentation.
  - It will put you – and your audience – in the correct mindset before you even say a word.
  - When determining how dressed up you should be, consider your audience: is this a casual local meeting or an international conference?
  - If you're still not sure about attire, err on the side of being overdressed.

- **Never express uncertainty at the start your talk; rather, maintain a positive tone**
  - When nervous, it is tempting to make excuses or act negatively.
  - As a graduate student, Andrew began a Journal Club presentation by apologizing for being underprepared; he was immediately chastised by an attending professor for being unnecessarily negative.
  - If you begin with an unconstructive statement, people will immediately view you with a critical eye.
  - Instead, stay upbeat and project confidence.

http://blogs.nature.com/naturejobs/2017/01/11/scientific-presentations-a-cheat-sheet/

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Engaging your audience #2

- **Eyes up**
  - Looking constantly down, at the computer, or at the projector screen are presentation killers.
  - The presenter must look up and engage the audience while presenting.
  - Ideally, look at people at the back of the room – or at the back of the room itself.

- **Speak slowly and modulate your voice**
  - Nervous presenters may speak more quickly or use a monotone voice.
  - Another common issue is *upspeak* – rising intonation at the end of sentences – which projects an air of insecurity.
  - These problems can lead the audience to become disengaged or disinterested.
  - Practice speaking more slowly, and shifting your voice in an engaging manner that flows with the presentation – when you want your audience to be excited about your big result, you should sound excited too.

http://blogs.nature.com/naturejobs/2017/01/11/scientific-presentations-a-cheat-sheet/

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Engaging your audience #3

- **Use your laser pointer effectively**
  - If using a laser pointer, do not overuse it to the [point of distraction](http://blogs.nature.com/naturejobs/2017/01/11/scientific-presentations-a-cheat-sheet/).
  - If you're pointing at a slide, you're not looking at and engaging your audience.

- **The star of the presentation is not your slides – it is YOU**
  - In a good presentation, the audience focuses on the presenter – not their slides.
  - Presentation slides should not be used as a crutch; they're just a reference for the speaker. This may be uncomfortable, but confidence will develop with practice.
  - To hone your mannerisms, practice in the mirror or using videos.
  - Overall, we've recognized that creating polished presentations requires practice.
  - Your **goal is to create an engaging presentation that is well balanced, on time, and tailored for the audience**.
  - Putting effort into presentation structure and performance will ensure that your delivery is effective.
  - This effort will pay off: your audience will be left with a lasting impact that could bring opportunities years later.