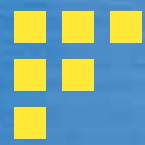




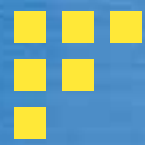
CMSC 635

Technical Presentations



Keys to Presenting

- Prepare
- Be organized
- Focus on the ideas
- Practice!



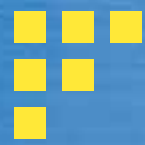
Preparation

- Know the material
 - Know the background
- Make slides
 - PowerPoint
 - OpenOffice
 - LaTeX (*beamer* package is good)



Slides

- Phrases, not treatises
- Readability
 - Not too much per slide (read in slide sorter)
 - Fonts & colors
- Slides are a guide, not a script!
- Pictures are good, diagrams better
 - Use equations sparingly
- Know your pace (I'm 1-2 minutes/slide)
- Avoid content-free eye candy



Organization

- Typical organization
 - Introduction
 - Background / Related Work
 - Method / Results
 - Conclusions
- Give your audience the roadmap
- “Tell them what you’re going to tell them, tell them, then tell them what you told them.”



Introduction

- Why is the problem important
- Big picture of contribution & results
- ~5 minutes



Background / Related Work

- Other work in area
 - Highlights
 - Group related
 - 1 to several papers per bullet
- Other work you build on
 - More details on 1-2
 - 1-2 slides each to understand your work



Method / Results

- Give idea of method
 - Details in paper
 - Diagrams, diagrams, diagrams
- Show *important* results
 - Demo, video or pictures
 - If demo, have backup video
 - If video, use common codec
- Bulk of talk (~10 minutes)



Conclusions

- Clear contributions (1 slide)
 - Tell them what you told them
 - Importance
- Future work (1 slide)
 - Mix of next steps and blue sky
- Thanks (1 slide)
 - People & funding
- Questions



Practice

- What you'll say
- Transitions
- Timing
- Clarity