

# How to Give a Presentation

A decorative graphic consisting of a solid blue horizontal bar that spans the width of the slide. Below this bar, on the right side, there are several horizontal lines of varying lengths and colors (light blue and white) that create a sense of motion or a modern design element.

# Purpose of research talks in CS 315

- Provide you and the class with an opportunity to learn about recent research in HCI
- Provide you with the opportunity to practice your presentation skills, which is *critical* to your future success
- Provoke class discussion on HCI research

# Research talks in CS 315

- Your presentation must include:
  - A description of the big ideas (this is least important because everyone will have read the paper)
  - Your evaluation of the ideas
  - How you would extend the experiments/what's the next logical step (this is the most important part)

# Research talks in CS 315

- Presentations will be 15 minutes long
- There will be 15 minutes at the end for questions and for you to lead a discussion on the topic
- You are responsible for having your presentations ready to run at the start of class
  - Use a USB drive, dropbox, Google Drive, etc.

# Purpose of a research talk

## Is **not** to

- Impress the audience
- Tell them all you know about a subject
- Present every little detail of the work

## Is to

- Give the audience a sense of what the idea/work is
- Make them want to read the paper
- Get feedback on the work

# Know your audience

- Keep in mind
  - They might be tired
  - They can read 😊
  - They are thinking “Why should I listen?”
  - Non-experts will tune off within 2 minutes
  - Experts after 5 minutes
- What can you do?

# What can you do?

- **Early motivation** - at the beginning of your talk motivate the research with easy to understand examples
- **Spoil the punch line** - State the results early and in simple terms
- **Visuals** – Illustrate your idea with images and diagrams

# Leave them with these thoughts

- I understood **what** the problem was and **why** it was **important**
- I have an idea of **what the solution** was and how it was **different/better than others**
- She **knows the literature** (i.e. quoted my work 😊) and we **might collaborate** on this aspect of the research



# Use examples

- Examples are your weapon to
  - Motivate the work
  - Illustrate the basic intuition
  - Show the solution in action (baby problem)
  - Highlight extreme cases or shortcomings
- If you are running out of time cut the general case not the example

# Where were you?

1. Preprocessing
2. Filtering
3. Texture Extraction
4. Decision Trees
5. Classification

- People **will get lost** during your talk, even those who are listening
  - have a running outline of the main steps of your idea (more than the talk itself)
  - use visual clue to highlight where you are in the process
  - present it at the beginning of each step

# Related work

- Be familiar with all related work
- Don't list each paper you read
- Mainly talk about results that are immediately related to what you did
- References at the end of the talk or better in the paper itself
- Acknowledge co-authors (title slide)

# Technical details: in or out?

## A fine line

- Present specific aspect that show the “meat” of the work
- Leave the rest out. If you were convincing they will read the paper
- Don't fill up your slides with lots of equations
- Prepare back-up slides to answer questions. Leave them at the end of the presentation

# Preparing the presentation

- Less is more. Fill in with narration not words
- Use animation sparingly
- Use color to emphasize some points but limit to 2 or 3
- Be consistent! In the choice and use of color font size/type etc
- Use slide real estate appropriately

## Slide layout - Bad

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

# Slide layout – Good

- Show one point at a time:
  - Will help audience concentrate on what you are saying
  - Will prevent audience from reading ahead
  - Will help you keep your presentation focused

# Fonts - Good

- Use a decent font size
- Use different size fonts for main points and secondary points
  - this font is 26-point, the main point font is 28-point, and the title font is 40-point
- Use a standard font like Calibri or Arial



# Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- **Don't use a complicated font**

# Color - Good

- Use font color that contrasts sharply with the background
  - Blue font on white background
- Use color to reinforce the logic of your structure
  - Ex: light blue title and dark blue text
- Use color to emphasize a point
  - But only use this occasionally

# Color - Bad

- Using a font color that does not contrast with the background color is hard to read
- Using color for decoration is **distracting** and **annoying**.
- Using a different color for each point is unnecessary
  - Same for secondary points
- **Trying to be creative can also be bad**

# Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

# Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use



# Graphs - Good

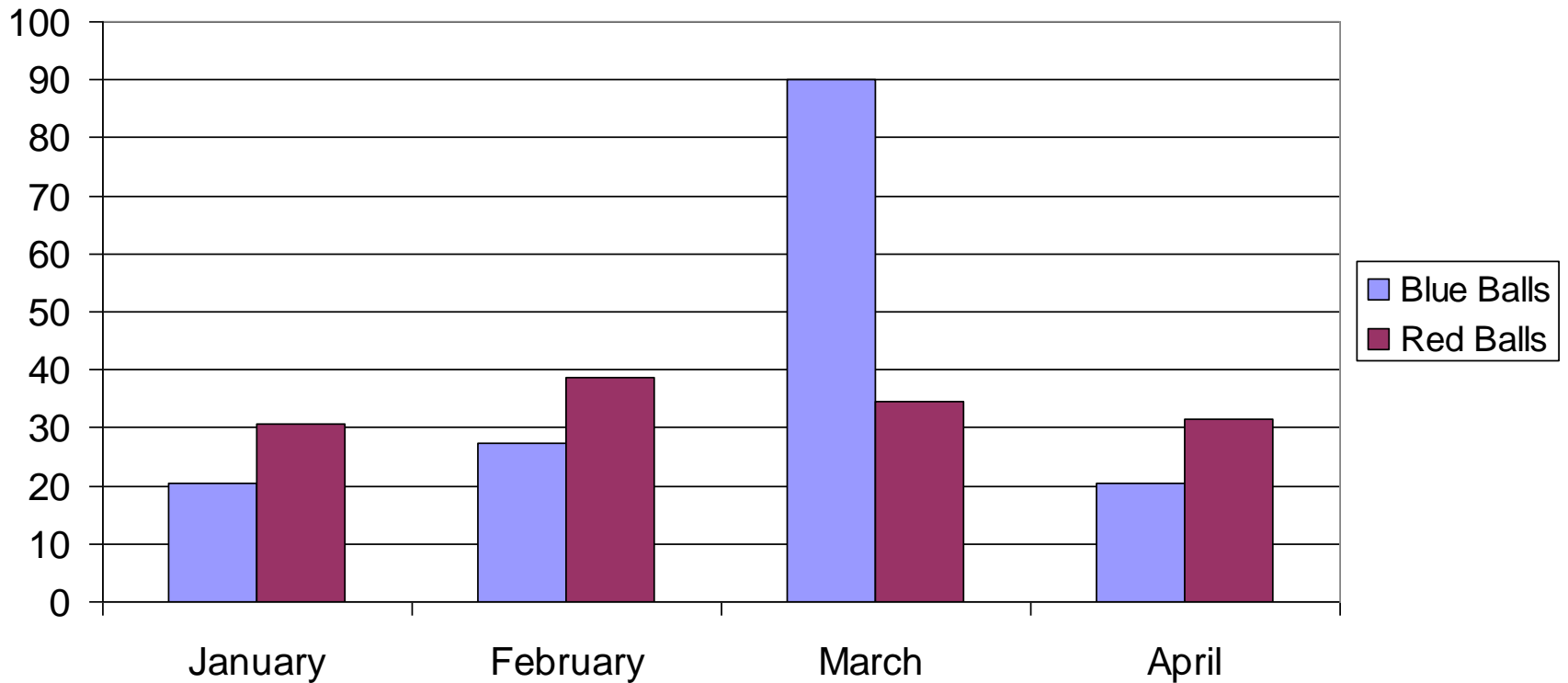
- Use graphs rather than just charts and words
  - Data in graphs is easier to comprehend & retain than is raw data
  - Trends are easier to visualize in graph form
- Always title your graphs

# Graphs - Bad

|            | January | February | March | April |
|------------|---------|----------|-------|-------|
| Blue Balls | 20.4    | 27.4     | 90    | 20.4  |
| Red Balls  | 30.6    | 38.6     | 34.6  | 31.6  |

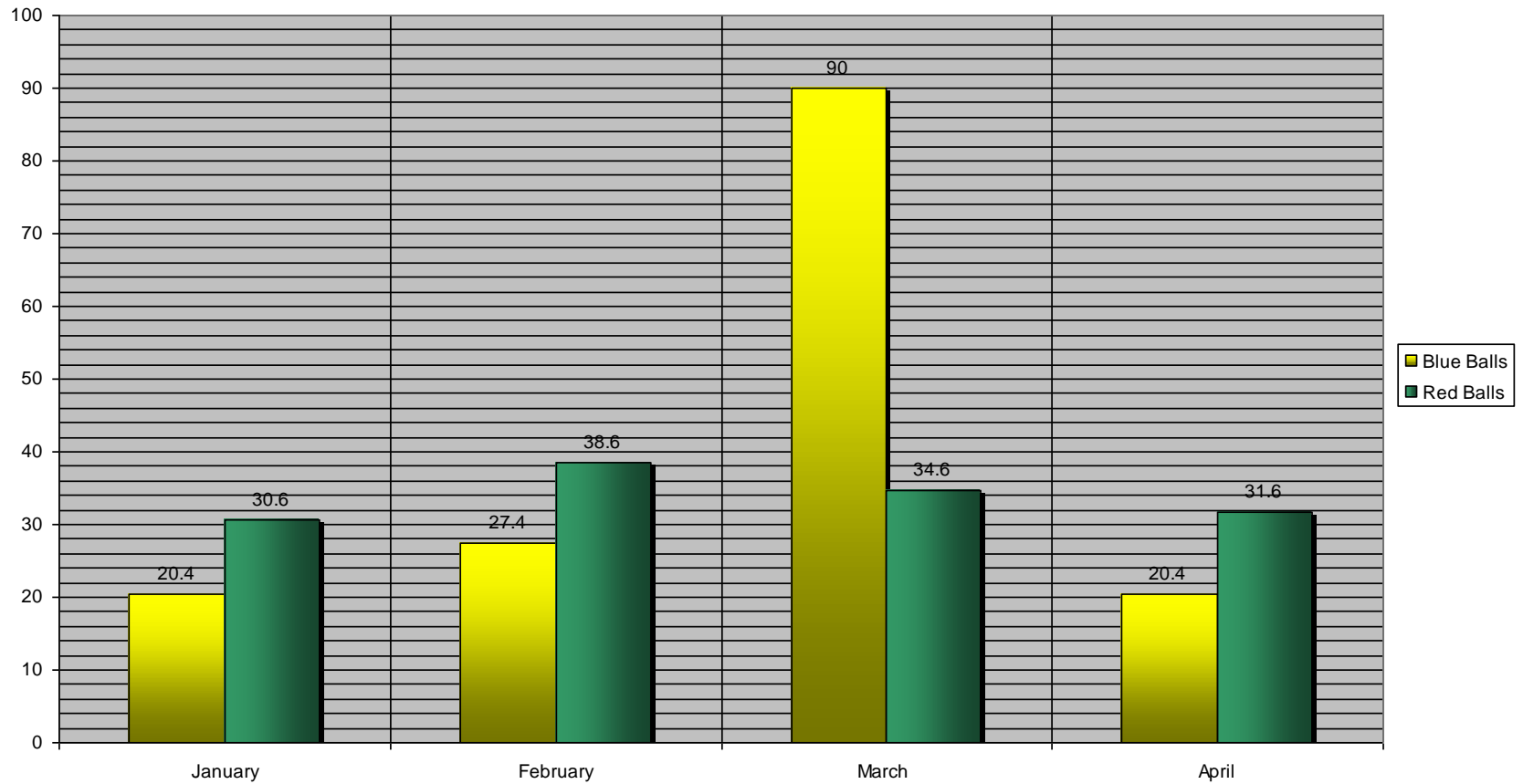
# Graphs - Good

## Items Sold in First Quarter of 2002





# Graphs - Bad



# Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colors are illogical
- Title is missing
- Shading is distracting

# Preparing the presentation

- Prepare the slides in advance
- Show them to friends
- When you think you are done read them again
- Check all animations with the sound on 😊

# Preparing the presentation

- Practice, practice, practice
  - Give a practice talk to a general audience
  - Give a practice talk to an audience of experts
  - Time your presentation (allow for speed up effect caused by nervousness)
- Always assume technology will fail you. Have backups.

# Delivering the talk

- Be enthusiastic! If you aren't why should the audience be?
- Make eye contact with the audience
- Identify a few “nodders” and speak to them
- Watch for questions. Be prepared to digress or brush off when irrelevant

# Delivering the talk

- Point at the screen not the computer
- Do not read directly from the PPT or your notes
- Have the “spill” for the first couple of slides memorized in case you go blank
- Finish in time

# Handling questions

- Different types – handle accordingly
  - Need clarification
  - Suggest something helpful
  - Want to engage in research dialog
  - Show that he/she is better than you
- Anticipate questions (additional slides)
- Don't let them hijack the talk (postpone)

# How can I get better?

- Practice every chance you can
- Observe others
  - Steal good presentation ideas
  - Notice all the things that turned you off
- Seek comments from friends and mentors



# Some resources

- <http://research.microsoft.com/~simonpj/papers/giving-a-talk/writing-a-paper-slides.pdf>
- [http://wit.tuwien.ac.at/research/tips/good\\_research\\_talk\\_slides.pdf](http://wit.tuwien.ac.at/research/tips/good_research_talk_slides.pdf)
- <http://research.microsoft.com/~simonpj/papers/giving-a-talk/giving-a-talk-html.html>

# Some resources

- <http://www.cse.buffalo.edu/~rapaport/howtowrite.html>
- <http://www.iasted.org/conferences/formatting/Presentations-Tips.ppt>