

Presentations: Guidelines

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Slides

SLIDES I

- ▶ Simple layout
 - ▶ Contents graspable quickly
 - ▶ Not too colorful (too confusing)
- ▶ Clear structure
 - ▶ Self-explanatory
 - ▶ Overview slides tend to require too many explanations
- ▶ Take the audience by your hand
 - ▶ Assume you're the only one who understands
 - ▶ In fact, that's true nearly always

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SLIDES II

- ▶ **Consistent coloring throughout**
 - ▶ Use same color / style for highlighting or definitions, for example
- ▶ Pictures better than long texts
 - ▶ Picture + annotation is usually the better illustration
 - ▶ Avoid too large, complex pictures though
- ▶ Dynamic illustration of algorithms is good
 - ▶ Use overlay style for example
 - ▶ Careful with interactive elements

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SLIDES III

- ▶ Page numbers can be distracting
- ▶ Avoid gimmicks if unnecessary
- ▶ Make sure you don't have typos
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Content

CONTENT I

- ▶ Logic structure
 - ▶ Introduction, Content, Conclusion/Summary
 - ▶ “Tell what you are going to tell. Tell. Then tell what you told.”
 - ▶ *Why – What – How*
 - ▶ Introduction: *Why*; Content: *What* and *How*
 - ▶ Everyone can follow ‘*Why*’
 - ▶ Many can follow ‘*What*’
 - ▶ Little can follow ‘*How*’
- ▶ Focus on most relevant points
 - ▶ Feel free to neglect minor points
 - ▶ Develop a *take-home message*

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CONTENT II

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 - ▶ Tell only things you understand
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- ▶ Say “Thanks” in the end

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Personal Conduct

PERSONAL CONDUCT

- ▶ **Talk loud and slowly**
- ▶ Look into the audience
 - ▶ Try to look at several people
 - ▶ Try to keep in touch in general
- ▶ Do not read from your slides
 - ▶ That's just considered terrible behaviour
 - ▶ Better use hand notes
- ▶ Rehearse, rehearse, rehearse!
 - ▶ The audience will think that you have been on stage several times before
 - ▶ So, you will look and feel very competent!

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Thank you for listening!