Presentation Guidelines

Guidelines for Presentations

• Brief Presentation of System
  – Time limit: 20 minutes
  – Use Powerpoint template
  – Given during class on Dec. 5 and/or Dec. 7

• Explain what is novel:
  – Each system is different
  – Most important decisions
  – Decisions considered and abandoned (why?)
Guidelines (cont’d)

• Features of System
• Static Structure
• Behavioral Model
• Demonstration of Prototype

Format of Presentation

• Not too dense: 5-7 key pieces of information
• Bullets are easier to read
  – Legible figures can be used effectively
• Bullets:
  – Should be highlights of what you will say
  – Audience will try to read everything
  – Do not read the bullets to audience
• Figures:
  – Walk audience through figure
  – Use animation to unfold complex figure
More tips

- **Practice:**
  - Be very familiar with slides (practice, practice, practice)
  - Flow, content, transition between slides
  - Get timing down so you don’t rush or end up short on content
- **Content:**
  - Terse
  - Figures
  - Bullets
  - Phrases
  - Highlights only

More Tips: Things to Avoid

- **AVOID:**
  -Verbose with a lot of words like this point, which could have been made with the single word “verbose”.
  - Compound Sentences
  - Unlabeled graphs
  - Big tables of numbers
  - Blocking parts of slide
  - Using font sizes too small – no smaller than 16 pt font
  - Pick dark colors that are readable from back of room
  - Overloading with animations (e.g., word by word, every slide, etc.)