Presentation Guidelines
Guidelines for Presentations

• Brief Presentation of System
  • Time limit: 18 minutes
  • Everyone on your team must talk for at least 2 minutes
  • Use PowerPoint template
  • Given during class on Dec 3 and/or Dec 5
  • Email presentation to instructor before class

• Explain what is novel
  • Each system is different
  • Most important decisions
  • Decisions considered and abandoned (why?)
Guidelines (continued)

- 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 the 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)