Presentation Guidelines

Guidelines for Presentations

• Brief Presentation of System
  – Time limit: 25-30 minutes
  – Use Powerpoint template

• 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.)