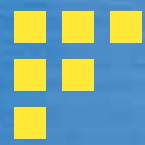




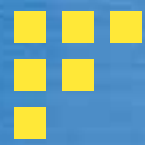
# CMSC 635

Technical Presentations



# Keys to Presenting

- Prepare
- Be organized
- Focus on the ideas
- Practice!



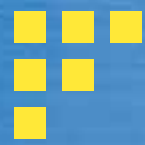
# Preparation

- Know the material
  - Know the background
- Make slides
  - PowerPoint
  - OpenOffice
  - LaTeX (*beamer* package is good)



# Slides

- Phrases, not treatises
- Readability
  - Not too much per slide (read in slide sorter)
  - Fonts & colors
- Slides are a guide, not a script!
- Pictures are good, diagrams better
  - Use equations sparingly
- Know your pace (I'm 1-2 minutes/slide)
- Avoid content-free eye candy



# Organization

- Typical organization
  - Introduction
  - Background / Related Work
  - Method / Results
  - Conclusions
- Give your audience the roadmap
- “Tell them what you’re going to tell them, tell them, then tell them what you told them.”



# Introduction

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- Why is the problem important
- Big picture of contribution & results
- ~5 minutes



# Background / Related Work

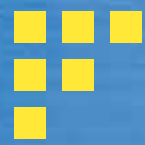
- Other work in area
  - Highlights
  - Group related
  - 1 to several papers per bullet
- Other work you build on
  - More details on 1-2
  - 1-2 slides each to understand your work



# Method / Results

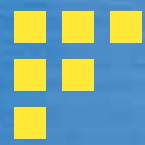
- Give idea of method
  - Details in paper
  - Diagrams, diagrams, diagrams
- Show *important* results
  - Demo, video or pictures
  - If demo, have backup video
  - If video, use common codec
- Bulk of talk (~10 minutes)





# Conclusions

- Clear contributions (1 slide)
  - Tell you what you told them
  - Importance
- Future work (1 slide)
  - Mix of next steps and blue sky
- Thanks (1 slide)
  - People & funding
- Questions



# Practice

- What you'll say
- Transitions
- Timing
- Clarity