

# HOWTO: Presentations

## General guidelines

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# Title: A Descriptive Sentence

Subtitle: more details here

Author #1

First name, Last name #2

**Paolo Bientinesi**

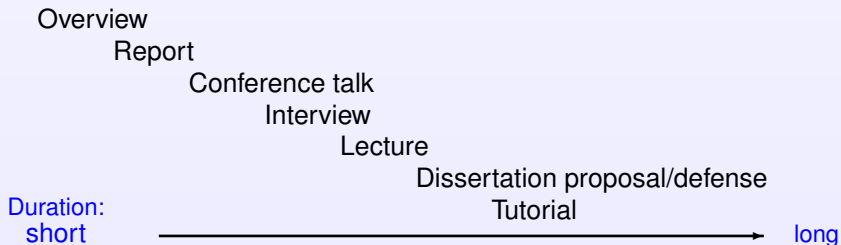
First name, Last name #4

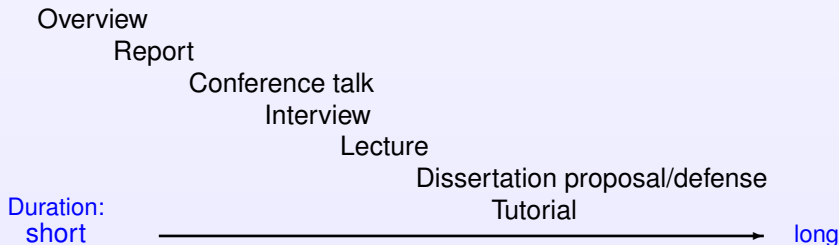
Affiliation

email address

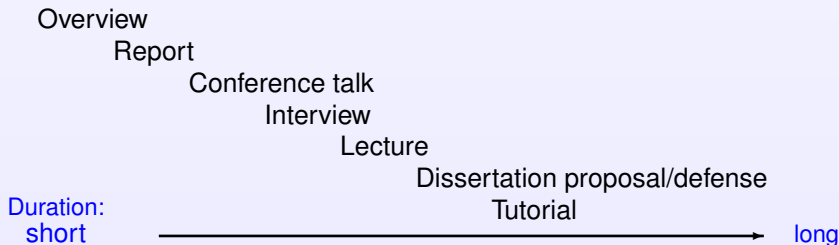
Occasion, Location, Date of the presentation







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Duration: between 5 and 120+ mins.  
Normally: 20–40 mins.
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- **The design of a presentation depends entirely on its type and duration.**

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## You present **both** your work **and** yourself.

- Dress nicely.
- No hands in the pocket! No arms crossed.
- Face the audience. Establish eye contact.
- “Speaker” not “reader”. Don’t read!
- Speak clearly. Pay attention to pronunciation. Drink.

| section          |   | contents                  |
|------------------|---|---------------------------|
| Introduction     | → | What you are going to say |
| Central sections | → | You say it                |
| Conclusion       | → | What you have said        |

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- Dividing the talk in sections helps to both organize the talk and create a flow.
- Details are one of your enemies → Communicate only the main ideas.
- Customize your presentation according to the knowledge of the audience.

Yes? No? When?

As everything else: It depends on the presentation's type and duration.

Alternatives:

- No outline
- Initial outline → sections announced by the speaker
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## 1 Introduction

- Problem statement: What are you talking about?
- Goals: What do you want to achieve?
- Motivation: Why should anyone care about this?
- Background: Who? When? Where? Who else?
- Quick overview of results/approach

## 2 Section

3 ...

## 4 Section

## 5 Conclusions

- 1 Introduction
- 2 Structure & Outline of a talk
- 3 Start & Finish line
- 4 Design of slides and presentations
- 5 Delivery
- 6 Conclusion



## Beforehand

- Setup laptop & projector **AHEAD** of time.
  - charge batteries
  - disable screen saver
  - disable pop-ups & messengers
  - a clock/timer may be handy
- Use a pointer.
- A remote control is also nice.
- Multiple copies: laptop, USB, web.

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## Beginning of the talk

- Introduce yourself.
- Introduce the work.
- (Acknowledge the coauthors.)

## End of the talk

- Finish in time! ← overtime is BAAAAD
- Summarize problem statement & results.
- Provide references. Links.
- Acknowledgments may be here.
- Thank the audience.
- Ask for questions.
- Answer previous questions. Elaborate.
- Have backup slides ready for expected questions.

Find your own favorite style/theme. Fine-tune it.

minimal  
\slides

→

→

prosper

→

beamer

multi-media attack!  
powerpoint

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## Theme

On each slide there may be: ← *may, not should!*

- A title; possibly a subtitle.
- Running outline: section name, subsection name.
- Author's name. Affiliation. Logos.
- Conference name. Location. Date.
- **Page number**
- ...

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This is a lot of information. Is it REALLY needed? It depends.

Also matter of taste, color scheme, font size,  
space available vs. needed, ...

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- **Must be numbered!**
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- Spacing.      Alignment.      Centering.      Symmetry.
- Font selection: type/size.      Colors.      Highlighting.
- Images.      Videos.      Demos.      Transitions.
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### In your choices:

- Try to present concepts visually
- Be meaningful & **consistent!**

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Our brain can look at figures and listen at the same time,  
but cannot read and listen at the same time!

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Are they clear?
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Point it out!

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Point it out!
  - Same story for each individual slide:  
Not more than 1 or 2 concepts.

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## Messages of this talk

- No fixed rules!  
Adjust to audience and type of presentation
- Practice!

- The attention span of an adult is around 15-20 mins. Max 20 mins.

## How to keep the audience interested?

- Create a flow.
- Use Sections. Subsections?
- Narration. Anecdotes. Humor?
- Examples. Even on the board.
- Images. Videos. Demos.
- Take questions\*. Ask questions.



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\* = don't let the questions get disrupt the flow.

If too many, too detailed, too difficult, or just wrong, take them offline!

- Spell check. NO TYPOS, please.
- Lookup all the words you may need during the talk.
- Be extra careful with absolute words: best, fastest, first, optimal, . . .
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Alright, fillers are hmm... **disruptive**, you know? Ok, I mean, hmmm... they do not add anything. So, ok, they are hmmm... boring, you know.

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## Rehearsing

- Speak loud! Not mumbling or just thinking.
- TIME your talk.
- Look at yourself in the mirror.  
No reason to be embarrassed,  
that's exactly what the audience stares at.
- Record your talk. Audio/video recording.

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(You can't blame the audience.)

## Messages to take away:

- Keep it simple, keep it interesting, keep it visual.  
Visual appeal vs. simplicity vs. readability.
- Understand the constraints: time, type, audience, ...
- **Practice!** And beg for feedback.

Good Luck with your talk!