Presentations

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Do: Prepare thoroughly by researching and tailoring content to the audience, and rehearse multiple times. Start with a compelling hook and clearly state your purpose. Use visual aids wisely; keep slides uncluttered with effective use of charts and images. Engage with the audience through eye contact and interactive tools. Manage your time by rehearsing sections and adapting as needed. Practice good delivery with clear speech, varied tone, and effective pauses. Handle questions professionally by listening carefully and providing concise answers.

Don't: Overload slides with text or read directly from them. Ignore the audience's reactions—adjust your approach as needed. Use technical jargon without explanation. Let nerves affect your pace or clarity. Neglect the conclusion—summarize key points and close strongly. Forget to check technical setups before starting, and always have a backup plan. Overstay your allotted time; respect the audience's schedule by finishing promptly.

From a **G**lobal **P**resentation **T**heoretican via Chat

Presentations

Thank you for your attention!

What did you notice?

- Unprepared and uninterested speaker
- Fails to gain the attention of the audience
- Usage of unexplained terms and definitions
- Slide(s) overloaded
- No involvement of the audience
- ...

Disclaimer

We designed our slides for presentation and reference - don't see them as an example for your presentation

Goals

Goals

- Teach, inform, and motivate the audience
- Get the attention of the audience
- Explain clearly and precise
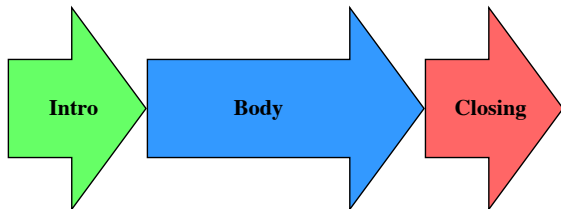- Show the connection between your points

Goals

Goals

- Inform and motivate the audience
- Get the attention of the audience
- Explain clearly and precise
- Show the connection between your points

Non-Goals

- Overload the audience with information
- Confuse the audience
- Present every detail, even if not related to your topic
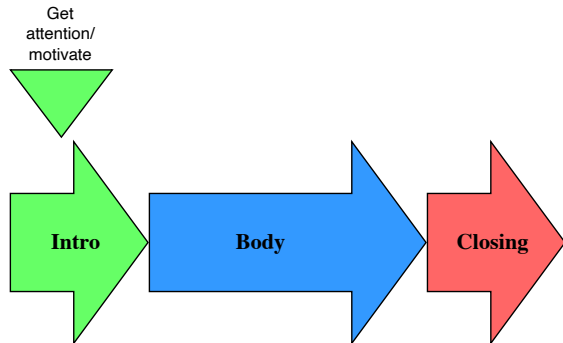- Feel disconnected or rushed

Presentation Structure

- Intro and Motivation
- (Background)
- Key idea
- Examples, Experiments, Interesting aspects, ...
- Key takeaways
- Implications & future work
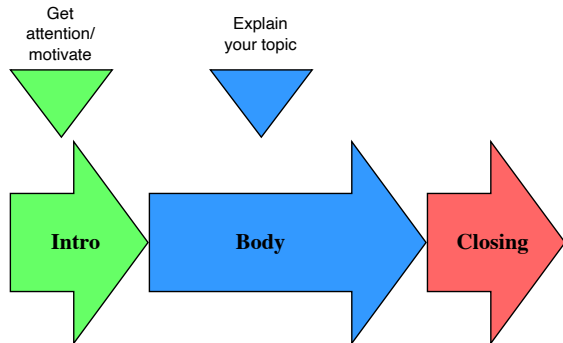
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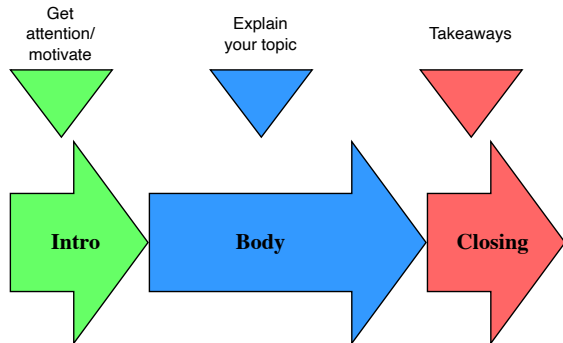- Key takeaways
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- Implications & future work

Target Audience

Know your audience!

- What background knowledge can I expect?
- What are their key interests?
- What do they expect?
- How can they contribute to my presentation?
- ...

Image from: https://pixabay.com/photos/international-conference-forum-1597529/

Slides

Your presentation slides should contribute to your presentation positively. There is a tough line between too much and too little.

Three bad examples:

Slides: Bad Example 1

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Generated by ChatGPT 3.5

Slides: Bad Example 2

Do a good presentation!

TODO: Add presentation

Slides: Bad Example 3
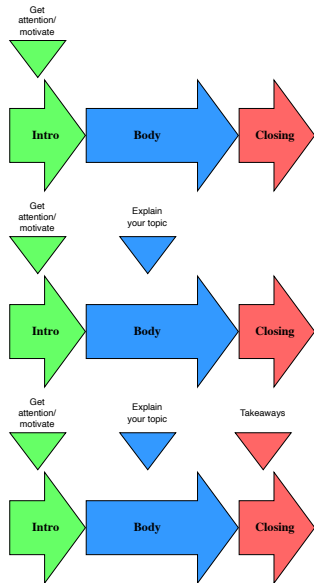
Images from: https://pixabay.com/photos/international-conference-forum-1597529/ and

https://de.wikipedia.org/wiki/Datei:Logo_of_the_Technical_University_of_Munich.svg

Slides

Your presentation slides should contribute to your presentation positively. There is a narrow line between too much and too little.

Hints:

- Reason about the purpose of each slide
- Avoid unnecessary things like an outline and a "thank you" slide
- Add slide numbers - they usually help with orientation

Summary:

- Do not overload the slides
- But: a slide should serve a purpose to your presentation
- You are the center of the presentation!

Final Slide

- The final slide will be visible after your presentation during questions
- It might be the most important of all
- Summarize all key information on this slide

Presentation Style

<div style="text-align:center">Good</div>

- speak freely
- Look towards the audience
- Flexible and open
- Display some comfort

<div style="text-align:center">Bad</div>

- Read from slides and notes
- Fast or prolonged speech
- "Hide" from the audience
- Too much movement

Audience Interaction

How should you deal with the audience?

In general:

- Do not ignore them
- Do not give the control away

So, deciding how much you should interact with the audience is always challenging.

We recommend seeing it as a tool to spark further excitement about your topic.
However, please use it sparingly! It is your presentation, after all.

Dos and Don'ts of Presentations

DOs

- Set a goal. What do you want to show?
- Stay simple and precise.
- Only include details needed
- Your slides should contribute to your presentation
- Know your audience
- Speak freely

DON'Ts

- Stuff every detail into the presentation
- Ignore the audience
- Overload the slides
- Read a text from notes or slides
- Delegate your speech to the audience
- Raise more questions by not explaining your materials

Further References

- Markus Puschel – How to give good technical presentations.
- Simon Peyton Jones – How to give a great research talk.