How to give a Good Presentation

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This is a Seminar not a lecture

• How is this going to work?
  • Solo Work and Group Work at start
  • Lecture from me to point out things to think about
  • Presentations from your group
Lecture

• Why it is important to get right
• What to think about before you start creating slides
• How to prepare the talk
• Hints and tips for better slides
• Practice makes perfect
A Good Presentation

• What is the best presentation you have been to?
• Why was it so good?
• Answer these two questions on the worksheet.

You have 2 minutes
• What is the worst presentation you have been to?
• Why was it so awful?
• Answer these two questions on the worksheet.

You have 2 minutes
Group Work

- Get into small groups of between 3 and 5
- Each tell the rest of your group about the worst and best presentation you have seen.
- Be careful to explain why it was so good/bad

You have 10 minutes
Why it is important
Your chance to be noticed

- In academia:
  - more recognition of paper
  - paper being linked to you
  - recognition of your ability
Your chance to be noticed

• In business
• Your chance to differentiate
• It is all about sales
Before you start
Things to determine

- The type of talk you will be expected to give
- The composition of the audience
- The time allotted for the talk
- Expectations for information content
Who is the audience?

- Determine the audience
- Do not assume too much knowledge
- but do not patronise either
- Better to be too basic than too difficult
Talk is different to written

• Listeners have one chance to hear your talk and can't "re-read" when they get confused.
• K.I.S.S. (keep it simple stupid).
• Focus on getting one to three key points across.
Talk is different to written

- Repeat key insights:
  - Tell them what you're going to tell them (Forecast),
  - Tell them,
  - Tell them what you told them (Summary).
What do you want to say?

- Think of your talk as a sales pitch.
- Your presentation does not replace your paper
Preparing your talk
Do not start on slides

- Prepare on paper before going into powerpoint
  - prepare what you are going to say based on talk outline than write slides
- Talk more important than visual
Talk outline:

Paper presentation

• Title, author, affiliation (1 slide)
• Forecast (1 slide)
• Outline (1 slide)
• Background
  • Motivation and Problem Statement (1-2 slides)
  • Related Work (0-1 slides) - refer to paper
  • Methods (1 slide) - refer to paper
Talk outline:
Paper presentation

• Results (4-6 slides)
• Main body of talk
• Present key results and key insights.
• Summary (1 slide)
• Conclusion you wish people to draw
• Future Work (0-1 slides)
• Backup Slides (0-3 slides)
Talk outline:
Short presentation (5 mins)

- Total of no more than 4 slides
- Title, author, affiliation (1 slide)
- Motivation and Background (1 slide)
- Results (1 slide)
- Conclusions (1 slide)
Be neat

- Have someone proof read your slides
  - watch grammar, spelling and punctuation
- Keep it brief
  - bullets not paragraphs
Think of style

- Should be easy to read
  - Smallest text 42pt font
  - Space between lines
  - Easy to read colour scheme
  - If it will not fit scrap or start a new slide
  - Use colour to highlight key words
Use pictures + animation

- Confucius says `A picture = 1K words," but Dijkstra says `Pictures are for weak minds."
- Who are you going to believe? Wisdom from the ages or the person who first counted goto's?
- Pictures are great for breaking up sections
- Also use charts and graphs to illustrate results
- Animation example
So: What is AI?

• “A singular consciousness that spawned an entire race of machines” Morpheus, The Matrix

• “The scientific understanding of the mechanisms underlying thought and intelligent behaviour and their embodiment in machines.” AAAI

• “Making computers do anything that they can not currently do without human intervention” Karen Petrie
Avoid Equations

- People cannot understand equations quickly
- If it is central to your result use at most one simplified as much as possible
- the proof is in the paper
Avoid Death by paradigm

- Powerpoint
  - remember to use more than just bullets
- LaTex
  - Do not copy paragraphs of text and equations into paper
Humour + Stories

- Do consider using humour or telling a story
  - It makes your presentation more memorable and stand out from the crowd
  - Good to be self-deprecating
- Be ready for humour to flop
Practice
Practice

• Practice by yourself
• to get timing correct
• gain confidence
• Should just need slide headings
• Practice with an audience
• Take criticism well & make changes
• Helps with confidence
Dealing with Nerves

- Script first few sentences
- Check any words you are unsure of in language and memorise
- Smile and make eye contact
- Breathe deeply
- Talk to audience as if they are friends
- Bachs Rescue Remedy Sweets
Equipment

• Copy talk on to computer well in advance in case of snags
• Check laptop and projector work
• Take a back-up
• Find out how mic works
• Expect the unexpected
Over to you
Group Presentations

• In your group think about what the differences were between the best and worst presentations you discussed earlier.

• Prepare a 5 minute presentation on these differences

You have 15 minutes to prepare
What is a good presentation?

• It is subjective
  • What is great for one person is not so great for another
  • But some are universally bad
  • You need to find your own style
Resources

• Books
  • Presentation Zen by Garr Reynolds
  • Successful Presentation Skills by Andrew Bradbury
  • Lend Me Your Ears by Max Atkinson
  • Beyond Bullet Points by Cliff Atkinson
  • Presentation Skills for Quivering Wrecks by Bob Etherington
Online Resources

- Five golden rules:
  - http://people.ucsc.edu/~pullum/goldenrules.html
- Oral Presentation advice:
- Effective Presentations:
  - http://www.kumc.edu/SAH/OTEd/jradel/effective.html
Questions/comments?