

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

A Bad Presentation

- 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)

Hints and Tips



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.” AAI
- “Making computers do anything that they can not currently do without human intervention” Karen Petrie

Too Complicated

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 Reynold
 - 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

Resources

Five golden rules

- <http://people.ucsc.edu/~pullum/goldenrules.html>
- Oral Presentation advice
 - <http://pages.cs.wisc.edu/~markhill/conference-talk.html>
- Effective Presentations
 - <http://www.kumc.edu/SAH/OTEd/jradel/effective.html>

Questions/comments?

