

How to hold Presentations

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Problem

- Students
 - have to present in seminars
 - have to present their final thesis
 - lack background information
 - lack scientific background

Agenda

- Presentation Goals
- Presentation Structure
- Slide Structure
- Correct Facts
- References
- Plagiarism
- Conclusion



Presentation Goals

- Grow Curiosity in the Audience
 - Give basic understanding
- Motivate and Explain the Problem
- Explain the Solution
 - What is special compared to other solutions?
- Do not give every detail!
- Details are in the paper or the references!

Slide Structure

- Content (What should be in, what should not)
- Slides in General
 - Headlines, Footlines, Date
 - Page Numbering
 - Formulas
 - Pictures
 - Tables
 - Use Bullet Points!

Presentation Structure

- Motivation (Why do you work on this?)
- Introduction (What background is needed?)
- Methods (How do we solve it?)
- Evaluation (How to verify our solutions?)
- Results (Show, Explain and Interpret)
- Conclusions (Relate solutions to problem)
- Future Work (What are open questions?)

Correct Facts

- Check your facts!
- Mind the audience
 - give background information first
- as much as needed
- as few as possible

References

- For people interested in details
- For yourself (you are not expert in everything)
- Give credit to original authors

- Include all used references!
 - If you have many: mark appropriate

Plagiarism

- What is it?
 - Not-crediting the original authors e.g. in
 - pictures
 - slides
 - ideas
- Can ruin your career (or at least your grade)!

Conclusion (also for the paper)

- Get early feedback from others
- When in doubt: Ask your advisor
- Verify: Your grandma must get the basic idea!