Presentations — General Aspects

- speak loudly and freely — do not read!
- make a plan for your presentation.
- give a brief overview of your presentaton.
- in general, a presentation consists of: introduction, main-part, conclusion.
  - Introduce the topic of your presentation clearly.
  - Finish your presentation with a conclusion that summarizes our results — **never** skip the conclusion.
- Establish goals for your presentation — what is / are the message / messages of your presentation?
- Prepare the presentation taking the viewpoint of a person that will listen to your presentation.
- Make a "proud presentation" — if you aren't, pretend to be proud.
- Interact with the audience; keep the audience awake (make a joke, tell a story, challenge / tease / reward / punish / surprise the audience, serve refreshments, use funny examples).
- Try to refer to previous presentations.
- Establish contexts and context shifts clearly.
- Don't get lost in technical details — unless they are important for the message of your talk.
- If you get completely lost in your presentation — take a deap breath pause for a 20 seconds, and continue (?!?).
- use transparencies and/or the blackboard.

- Do not write too much on a transparency ($\approx$ 5-12 lines — does not apply to examples). Use large fonts. Use color, if you prefer hand-written transparencies. Unreadable transparencies are unacceptable!
- Use examples; general descriptions of algorithms or concepts are very hard to understand.
- A picture is worth more than 1000 words!!
- Answer questions politely! You need not to answer questions immediately. Don't let questions mess up your presentation. You are allowed to postpone answering questions.
- Important things should be said more than once.
- Take your time — do not hurry through your presentation (unless near the end).
- Make a schedule for your presentation; check the schedule during your presentation.
- Subdivide your presentation into mandatory parts and optional parts (parts that can be skipped if you run out of time).
- Practice your presentation — entertain your cat / grandmother / ...
- Don't stand in front whatever you present.
- Keep eye-contact with the audience!
- Do not block the audience's vision by standing in front of the overhead projector
- Smile from time to time — this is not a funeral!
- Be emotional in the sense that the audience feels that you identify yourself with the contents of your presentation — you have something important to tell! Try to convice the audience!

Presentations — COSC 7363

- Each presenter has 25-70 minutes. Exact times depend on the topic — more details should be available in a week.
- Some presentations are joint presentations. Coordinate your presentation with your team mate(s). Do not discuss the same things twice! Make sure that all important things are covered.
- Students can interleave their presentations; however, every student should speak about 50% of the time.
- You are not allowed to change the topic of your presentation — if there are any problems, please talk to me.
- **optional:** Prepare review questions and small homework problems to test and review the main ideas, concepts, techniques, and algorithms that were covered in your presentation. Usually, these problems and questions will be discussed in the next class or in a later review class.
- I want to meet each presenter at least once prior to her/his presentation. I am also willing to discuss your presentation proposals and give you some hints on how to improve the presentation (this applies especially for Master's students and "new" PhD students that havn't taken similar classes).
- The grade is made considering the contents of your presentation **and** how well you presented the contents. Moreover, the difficulty of the topic and the selection of the presented material (the last point only applies to presentations in which you select the papers that will be covered in the presentation) will also be considered.