



Creating Presentations

Scientific Soft Skill Seminar

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Metapresentation

- Step-by-step presentation creation
 - Of this presentation
 - In the first part

Presentation Outline

- Presentation outline
- Visual aspects
- Content
- Paper presentations

Font

- Adequate font size (roughly 28-32)
 - Too small: difficult to read, distracting
- Sans-serif fonts
 - Serifs help in block text
 - Distract in short text
- “Modest” fonts
 - Extravagancies illegible or unreadable
- Consistency

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Colours and Background

- Non-distracting background
 - Keep text legible
- Appropriate text colour
 - Contrast
 - Eye accommodation
- **Very strong focal point**
 - Use sparingly
 - Keep palette limited

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Animation

- Animation types
 - Slide transition
 - Intra-slide animation

Slide Transition

- All slides
 - Matter of taste
 - Consistency
 - Subtle effects better
- Some slides
 - Logical splitter
 - Outline points
 - Examples

Intra-slide Animation

- Strong focus attractor
 - Striking point
 - Don't waste it
- Hinders offline use
 - Slide browsing
 - Printing
 - PDF export

Creating Presentations

- Slide title helps focus
 - Narrows down topic
 - Prevents repetition
- Title change ~ logical division
- Title capitalization (per CMS):
 - A First and last word
 - A Nouns, pronouns, adjectives, verbs, adverbs, subord. conj.
 - a Articles, coord. conj., prepositions
 - a Infinitive “to”

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Slide Titles (cont.)

- Multi-slide topic
 - Same line of thought: use e.g. “(cont.)”
 - Different aspects: use separate titles
- Keep it short
 - Headline, not information
- Can correspond to outline
 - Not necessary

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Text Coverage

- Keep it brief
 - Try to keep your points brief and as points, i.e. do not use overlong phrases and always think twice about including a full sentence if a verbless statement will do; otherwise, the donkey points of your message might become obscured by a wall of text no-one will read.
- Reading distracts from listening
- Where's the donkey? ;-)

Text Structure

- Indented lists are good
 - Topic, subtopic
 - Place for notes
 - Class, examples
 - Timeline
 - Keep it vertical
 - Otherwise, it becomes silly
 - Like this
- Self-contained slides
 - Don't break lower-level lists

Text Structure (cont.)

- Difficult to follow otherwise

Slide – Talk Interaction

- Follow slide structure
 - Don't jump back and forth
- List important points
 - Leave details to the talk
- Don't read the slide
 - The talk is primary
- Talk slowly and clearly
 - Never save time by talking faster

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Paper Presentation

- 15-25 minutes
 - Including discussion
- Goals
 - Present novel ideas
 - Get them to read the paper
 - Provide basic understanding
 - Details are in the paper

Structure

1. Outline
2. Introduction to problem
3. Related work
4. Your contribution
5. Results
6. Summary
7. Future work
8. Discussion

Preface

- Introduction to problem
 - Depth ~ venue
 - General: semi-informed audience
 - Your field, not your topic
- Related work
 - Most important similar & different approaches
 - No method details necessary
 - Usually 1-2 slides

Your Contribution

- Underline conceptual ideas
- Underline your improvements
- Avoid details
 - Refer to the paper
- Formulae
 - Only if vital
 - Explain or cull

Conclusion

- Results
 - Show a video, if possible
 - Mind codecs, mind multi-monitors
 - Test in advance
 - Show live demo, if possible
- Summary
 - Re-state the problem
 - List your delta
- Future work (optional)

Summary

- Think of the audience
 - Legibility, readability
 - Ease of future reference
 - Speak clearly
- Paper presentation
 - Ideas, not details
 - For semi-specialists
 - Stress your contribution

Thank You

Let's talk!