

0.7 Presentation

Logistics – The presentations will take place in class. You will be allowed 12 minutes total: 10 minutes for your talk and 2 minutes for questions. You will be timed, so it is crucial that you do not exceed your allotted time (otherwise you may be penalized). If working together in pairs, you will both be expected to contribute significantly to the content and presentation. Ideally, get your presentation to Prof. Bergevin before class so he can load them onto a flashdrive and bring them to the classroom.

Consideration to keep in mind –

- Your time is valuable, so use it wisely!
- Before getting your presentation together, you have one key task: **Complete your project!** First, organize your data. Then locate trends in your data and isolate specific results. Finally, distill information to key points.
- Preparing an effective presentation is much more difficult and time-consuming than you would think. Not only do you need to probe deeply into the model to gain a deep understanding as to what is going on, you also need to determine (*and practice!*) how to best convey your findings to others in a digestible way.
- Primary goal is to explain a technical finding.
- If there is no content, there is no presentation.
- Presentation style/delivery enhances and clarifies your content. Slides provide visual reinforcement of the spoken message, as the focus should be on you the speaker (not a screen!)³. Bad slides can distract the audience by being irrelevant, confusing, or inconsistent⁴.
- Length: 7-8 slides for 12 minute presentation. Budget under time!
- Introduction: Explains the goals and purpose of the project. Ideally, these goals and purpose relate to the Discussion points.
- Methods: Distill Methods to key procedures. Numbered list is fine. Ideally, do not show equations (unless they are extremely simple and friendly).
- Results: For your results, develop 2-3 relevant figures. Include key words in figures to remind yourself (and audience) of each bullet point. Figure should allow listener to fill in gaps due to lapses in attention. An example of an effective result slide is shown in Fig.1.
- Discussion: should be limited to most important details (related to Results). Succinct is ideal.
- Drafting Your Presentation (sequential tips for success): Complete your project & organize ideas. Plan the presentation. Sketch candidate slides. Combine slides to create story-board. Develop 2-3 bullet points for each slide. Draft the presentation ('slide sorter view' in Powerpoint is very useful here!). Edit & revise. Prepare for Q&A. Practice.

³One need not use Powerpoint or any other type of "slide" (e.g., Keynote, overhead transparencies, etc.) in order to give a 'good' talk. In fact, some of the best talks have speakers not using any sort of electronic visual aid (e.g., a 'chalk talk'). However for technical talks such as this, visual reinforcement of the points helps significantly to convey your message. Thus, it is good to get in the practice of effective slide preparation/delivery.

⁴A very useful reference you may want to examine at some point is *The Visual Display of Quantitative Information* by Edward Tufte. Well worth the effort of tracking down, at least to get exposed to the idea that there is actually some deep thought already in place as to how to best visually convey complex sets of data.

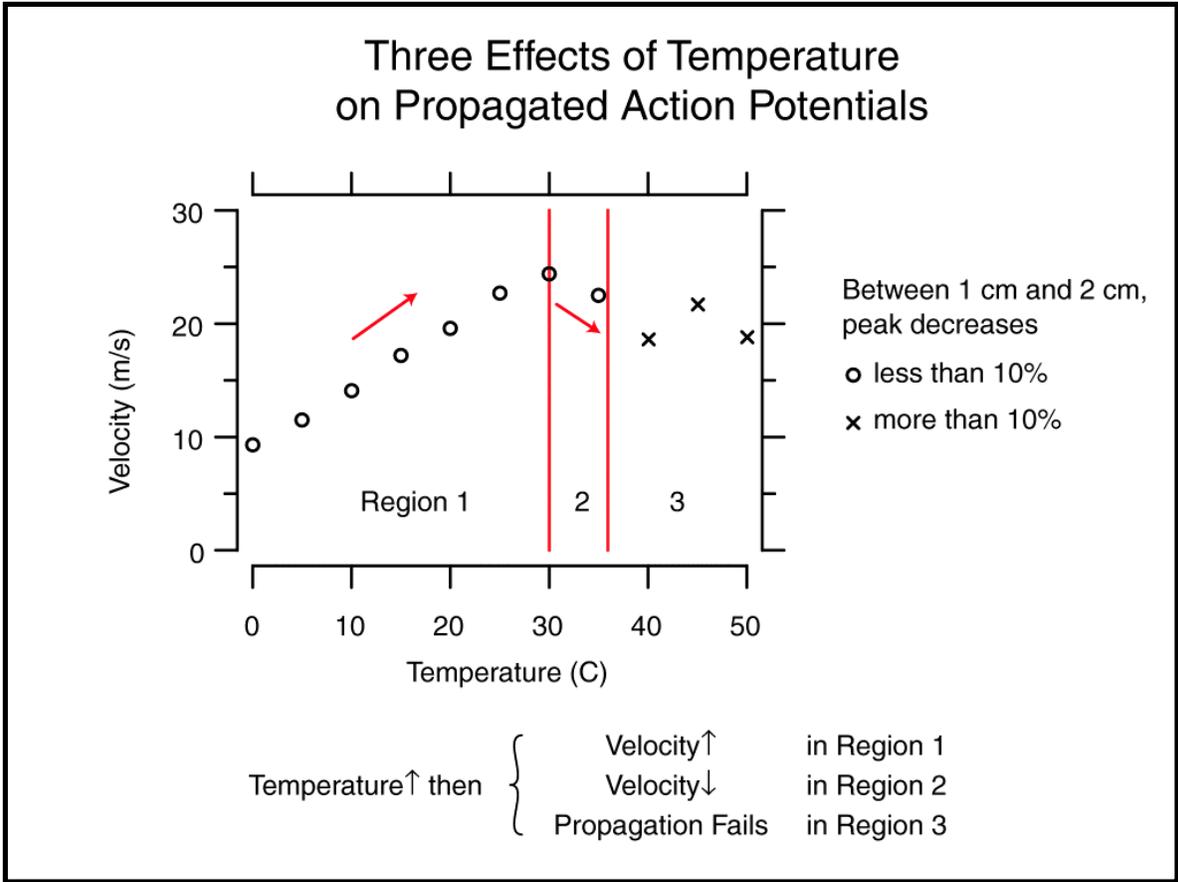


Figure 1:

- Tips for slides: Fonts matter (Title 44 pt; Subtitles 28 pt; Other text 20 pt; sans serif). Understandable at a glance. Use animation sparingly (if at all). Color-wise, use a light background with dark text dim and keep colors consistent. Add slides to fill in gaps, remove slides to eliminate redundancy.
- Format-wise, Powerpoint and/or PDF work best. Preferably both: PDF works as a good backup in case there are issues with a .ppt file (e.g., incompatible versions, fonts all messed up, etc...).
- PowerPoint Tips: Easy to create irrelevant slides with little content. Easy to waste 'real estate' with nifty borders. Avoid.
- Your title slide is important! Typically, it is the one slide that is up on the screen the longest (and before you even start!), so it can really help set a tone. Make sure that your title is informative, specific, and understandable at a glance. It should contain your name(s) and the date.
- Edit the Slides: Edit slides for coherence. Check for irrelevant bullets, plots. Check for balance and coherency in storyboard. Spell-check and proofread.
- Presentation Tips: Arrive early. Check equipment. Check voice projection. Have a printed copy of your presentation in hand as a backup. If you use the pointer, do not block the screen. If you get lost, stop and regroup. Your audience wants you to succeed.
- **Practice!!:** Make sure that you meet the time limit. Practice speaking slowly. Breathe. Know your quirks. Work around your nervous habits. Use visuals as cues, not note cards.
- Prepare for Q&A: Anticipate questions not covered in the presentation. Typically, questions ask you to extend (or refute) an idea. Brainstorm, considering audience & scope. OK to acknowledge gaps in knowledge. OK to prepare extra slides.

Grading – Rubric for grading is provided in Fig.2

HH Grade Sheet

Proposal (30%).

Presentation Structure (15%).

A: all information is well organized in proper sections with smooth transitions between sections. Visual elements were effective.
B: overall organization is understandable but could be improved in one section of the presentation or in minor instances throughout the presentation.
C: repeated organizational problems that interfere with presentation coherence. Poor presentation of visual information.

Delivery of Presentation (10%).

A: delivery was clear with appropriate use of non-verbal gestures. Verbal articulation and timing were appropriate.
B: several awkward moments or slips in verbal clarity.
C: repeated awkwardness in presentation, and/or repeated problems with verbal clarity. Presentation too long.

Clarity and Conciseness of Technical Information (10%)

A: technical flow is clear: introduction motivates a topic, results focus on that topic, conclusions follow from results, relevant methods are described.
B: no more than 1 major lapse in tech. clarity.
C: more than one major lapse in technical clarity.

Conceptual Correctness (15%).

A: interpretations of results are tech. correct.
B: interpretations are not well supported.
C: major errors.

Insightfulness (20%).

A: Recognized an interesting issue and developed at least one way to understand it.
B: Thorough description of WHAT happened without a clear understanding of WHY it happened.
C: Confusion about what happened.

Figure 2: