

Presenting your Projects in the IAP Annual Meeting

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Outline

- Introduction
 - What & Why?
- Planning
 - Before you start
- Content
 - Parts & Visuals
- Delivery
 - Style & Manners



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Introduction

A presentation is all About Oral Communication

You are the communicator!



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Know Your Audience

- Tailor for your audience
 - They are the target of your presentation



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Effective Presentations



- CLEAR
 - Conveys a clear message
- SIMPLE
 - Is understood by your audience
- BRIEF
 - Contains only what is needed
- HUMAN
 - It touches your audience

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Planning

Work your Message

- Know your message
 - Define your message before you start
 - Convey a clear message
- Support your message with images and short sentences
 - If it doesn't reinforce your message, *leave it out!*
- What is the *one* thing you want your audience to learn?

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[Organize Your Thoughts]

- Start with an outline
- Develop good transitions between sections
- Emphasize the significance of your work
- Focus on your message through all the material

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[Plan for a Strong Opening]

- Why should the audience listen to you?
 - Grab their attention
- Challenge them
 - Start with a question or strong statement

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[Create Effective Notes]

- Use notes section for yourself
 - Not for reading!
- Create only outline notes
 - Your words will fill-in

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Content

Structure

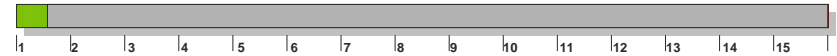
- Title Slide
- Outline
- Introduction
- <Body of Work>
 - Sections
- Conclusions
- Q&A

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Title Slide

- The first slide to be shown
 - Scheme different from rest
- Pieces of Information
 - Project Title
 - Students & Advisor
 - Place & Date
- Introduce yourself and the rest of your team
- No. of Slides: 1
 - Time: 30 seconds



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Outline Slide

- Brief list of topics to be covered
- Do not delve into details
- Provide a broad idea of the presentation structure
- No. of Slides: 1
 - Time: 30 seconds



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Introduction Slide(s)

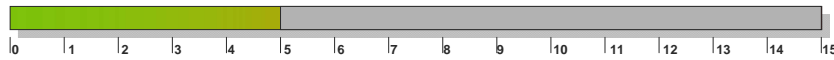
- General Project Description
- Motivation: why your work is important
- Problem Rationale and Motivation
- Objectives
 - General and Particular Objectives
 - What drives your work? (Research Hypothesis)
- No. of Slides: 2 or 3
 - Time: 2 minutes



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Previous Work

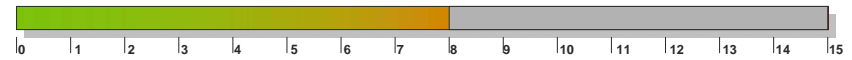
- Theoretical Background
 - Mathematical, algorithmic, or operational principles
- Survey of Relevant Related Work
 - Previous work that you are building on or extending
 - Previous approaches that failed to solve the problem you are tackling
- Use Figures, Equations, or Drawings as Needed
- No. of slides: 1 or 2
 - Time: 2 minutes



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Methodology

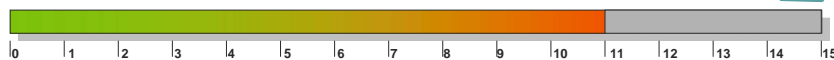
- Procedure followed to reach objectives
 - Mathematical formulation
 - Procedures
 - Models & Designs
- Considerations
 - Power, size, safety, usability, etc.
- NO COMPLEX Diagrams
- No. of slides: 2 or 3 as needed
 - Time: 3 minutes



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Results and Analysis

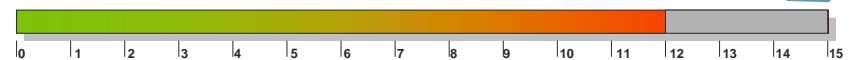
- What were your main findings?
 - Was the hypothesis validated?
- Typical Elements
 - Validation methods
 - Experimental design
 - Main results & Meaning
 - Limitations
- No. Slides: 2 or 3 as needed
 - Time: 3 minutes



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Conclusions

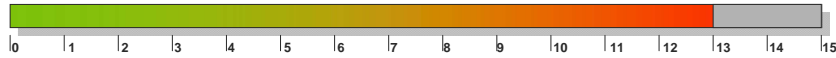
- Highlight problem, methods, and main findings (again!)
- Find one or two sentences that sum up the importance of your research
 - What do you want them to remember?
- Not the place for NEW information
- Highlight achievements
 - Was the problem solved?
- No. of Slides: 1 or 2
 - Time: 1 minute



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Future Work

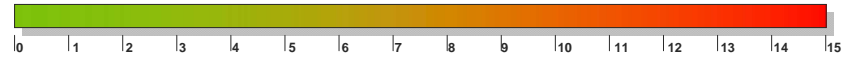
- Project enhancements or improvements
- Extensions and possibilities
 - Could it be continued?
- Don't delve into fine details
- Slides: 1
 - Time: 1 minute or less



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Questions & Answers

- Plan for 3 or 4 Questions
- Moderate
- Be Polite & Honest
 - Concede if you don't know the answer
- Do not go Overtime



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Visuals

- Use embellishments as you wish
 - Do not abuse them
 - Use contrasting colors
- Don't waste time & space
 - Avoid Animations & 3D effects
- Avoid information clutter
 - Short sentences with main ideas
 - Simple figures and diagrams
 - Use font size 24-point or larger
 - Use the 1-6-7 rule

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Font 36pt

Font 32pt

Font 28pt

Font 24pt

Font 20pt

Font 16pt

Font 36pt

Font 12pt

Delivery

[When Presenting]

- You are the center of your presentation
 - Your slides are just an aid
- Allow participation of your team members
 - Each student must present only once
- Manage well your time
- Dress appropriately

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[Body Language]

- Make eye contact with audience
 - Look them to the eye
- Move around
 - You can walk!
- Your hands at waist level
 - Control your gestures
- Project your voice
 - Not too soft or too loud
 - Avoid slang



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[Tips at Delivery Time (1/3)]

- Slow and Clear
 - Go right to the core
 - Speak slowly, one sentence at a time
 - Don't Read your content
- Go for the Climax
 - A good presentation must have one climax
 - Summarize your content into one sentence

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[Tips at Delivery Time (2/3)]

- Give less detail on well-known topics
 - Things the audience already knows
 - Unsurprising conclusions
- Spend most of your time on what's new
 - New ideas
 - New methods
 - New results
 - New "lessons learned"

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[Tips at Delivery Time (3/3)]

- It's OK to Use Humor
 - Use sparingly
 - Don't laugh yourself
- Prevent the Unpreventable
 - If it doesn't work its your fault
 - Carry a copy in pdf in your usb stick
- Don't Apologize
 - Cope with situations as they appear
- You can't practice enough
 - Practice, practice, practice

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http://ece.uprm.edu/~mjimenez/personal/IAP_presentations_talk09.pdf

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