

# Presenting your Projects in the IAP Annual Meeting

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# Outline

- Introduction
  - What's it about?
- Planning
  - Before you start
- Content
  - Parts & Visuals
- Delivery
  - Style & Manners



# Introduction

1



# A presentation: it's all About Oral Communication

You are the communicator!



# [ Know Your Audience ]

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



# Effective Presentations

**Clear**

**Simple**

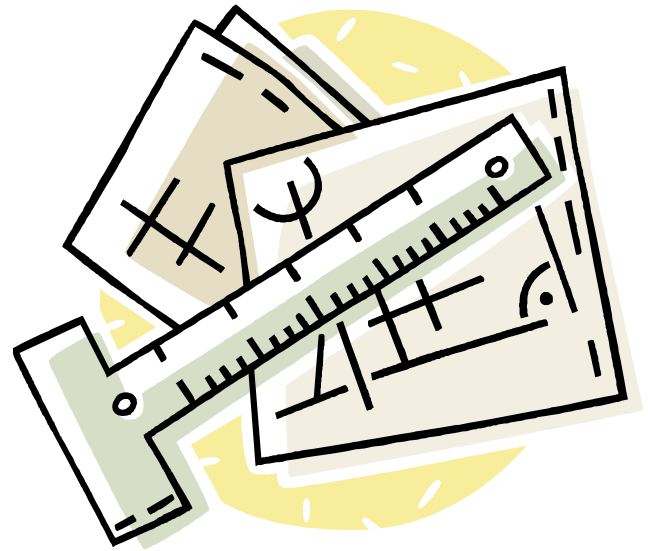
**Brief**

**Human**

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

# Planning

2



# 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?



# [ Organize Your Thoughts ]

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

# [ Plan for a Strong Opening ]

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



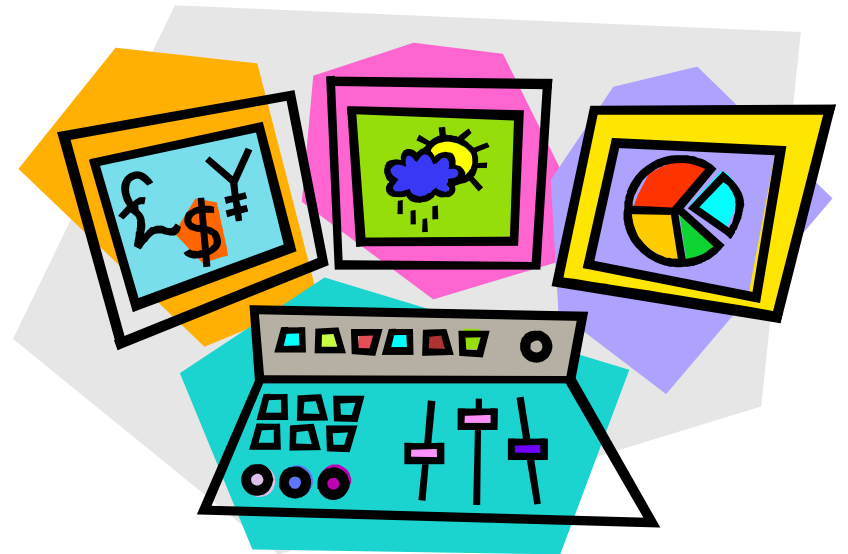
# [ Create Effective Notes ]

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



# Content

3



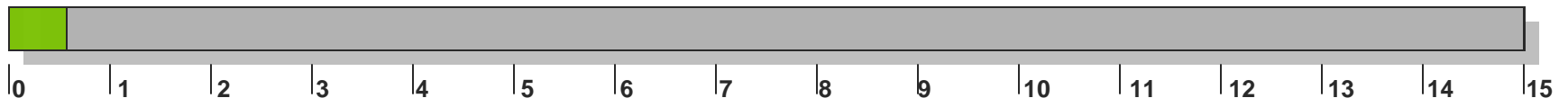
# Structure

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



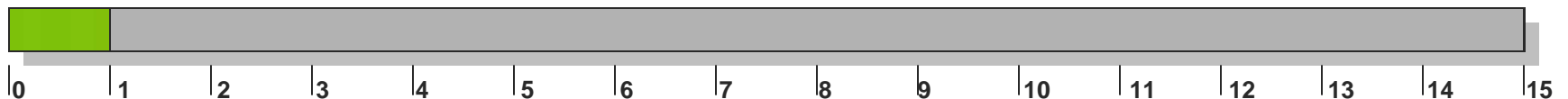
# Title Slide

- 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



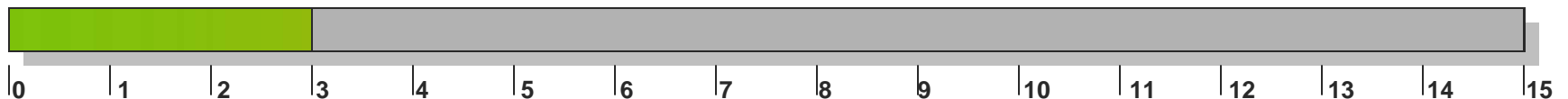
# [ Outline Slide ]

- 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



# Introduction Slide(s)

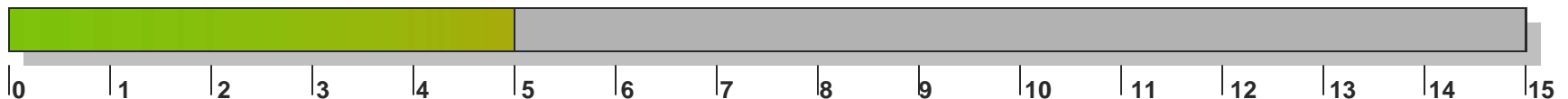
- General Project Description
- Motivation: why your work is important
- Problem Rationale and Motivation
- Objectives
  - General and Particular Objectives
  - What drives your work? (Research Hypothesis)
- No. of Slides: 2 or 3
  - Time: 2 minutes





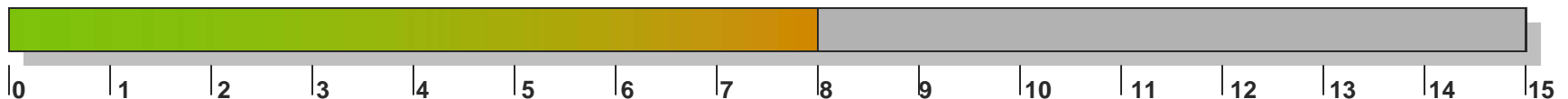
# Previous Work

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



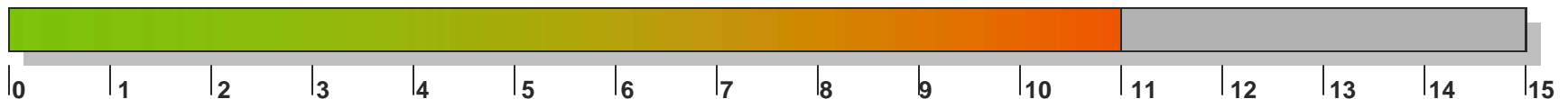
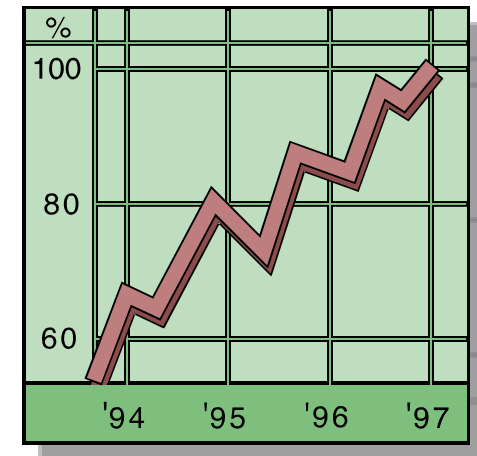
# Methodology

- 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



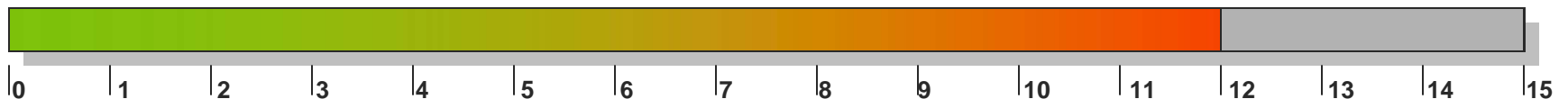
# Results and Analysis

- 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



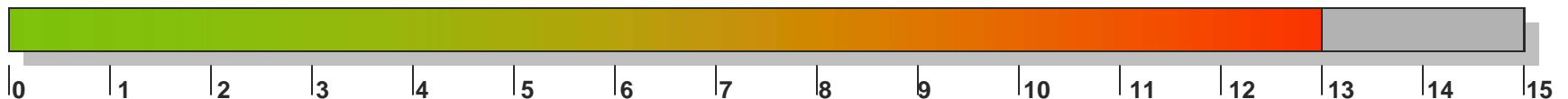
# Conclusions

- Highlight problem, methods, and main findings
- 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



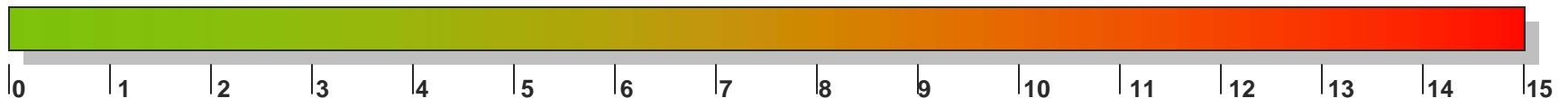
# [ Future Work ]

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



# Questions & Answers

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



# 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

Font 36pt

Font 32pt

Font 28pt

Font 24pt

Font 20pt

Font 16pt

Font 36pt

Font 12pt

# Delivery

4





# [ When Presenting ]

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



# [ 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



# [ 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



# [ 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"



# [ 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



# Contacts

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- This Presentation:

[http://ece.uprm.edu/~mjimenez/slides/IAP\\_presentations\\_talk.pdf](http://ece.uprm.edu/~mjimenez/slides/IAP_presentations_talk.pdf)

