The first two slides are fakes.

This first one is an intentionally bad slide. I try to have the lights on with glare on the screen, try to make the projector out of focus, etc. Essentially, do everything you can to make this first slide almost illegible. Its surprising how no one will complain!

I start pretending I am somewhat rushed, unprepared, last minute, bumbling around with wires, etc.
Then have blue screen of death and panic. Then... recover by pulling out my memory stick and borrowing another student's computer. Describe how all presentations start well before the presenter walks into the room.

To have ready
- notes
- handouts
- backup
- computer
- speakers on reserve if needed (cable?)

Check the room out well before the event
Check audio, projector
- Seating (rearrange)

Just before the presentation
- Last minute check
- Greet people
First things first:
- never check your presentation with your luggage
- check out media long before the talk starts
- make sure all audience can see projected image
  - walk around
  - 2 projectors
  - wall vs. screen
- focus
- know equipment: switches, bulbs
- light and glare: media tradeoff
- backup media should always be available

This slide: intro slide
  - introduce self, where from, and topic
The Message

Prepare yourself
- know your message
- know your audience & venue
- practice, practice, practice

Typical presentations
- top-down structure
- keep it simple
- use media effectively

Style
- stay in control
- use body language
- let your enthusiasm show!

I always write out what the goal of the talk is, that is, the main message that I want people to remember from the presentation.

The entire talk should be crafted to deliver this message.
To deliver this message, I will first ....

The outline provides a road map, and should relate back to the message
Dissemination:
- papers
- presentations
- posters
- demonstrations
- videos
- www
- system / software releases …
Dissemination:

Audience:
- is this the audience I want e.g., good conference? A write only paper?
- are there people I want to hear me in this audience?
- will the work be remembered afterwards
  - surprises, skits, this intro!!!

Risks:
- people remember bombs and bad talks
- hard to recover
- risk worth it: eg, live demo implies faith in the software
- possible to produce a paper which sounds ok in writing but may seem stupifying or trivial as a presentation
Presentations you may give

Research papers
  • seminar/conferences, workshops

Surveys / topic introductions
  • tutorials/conferences/class

Discussions / points of view
  • seminars, workshops
  • panels

Defense of known subject matter
  • thesis, proposals

Your minimum presentations:
- You are required to give at least one departmental seminar to your peers (other grads) and faculty
- You should try to publish and present at least one paper and/or outside presentation
- You have to give a Thesis Oral, where orals are public.
Audience:

- Your talk must be prepared at the right level for your audience.
- A great talk for one audience may bomb with another.
- The audience determines the amount of detail you can get into

Presentations you may give

Audiences

- topic specialists
- area specialists
- computer scientists
- scientists
- academics
- public

Audience:
- Your talk must be prepared at the right level for your audience.
- A great talk for one audience may bomb with another.
- The audience determines the amount of detail you can get into
Larger audience:
- broader interests
- less overall knowledge of your area
- less able to cope with detail

Exception: thesis oral
- small but formal
Structure

The Opening: 1  1-2 minutes

- Introduce yourself and co-authors
- Tell them what you are going to tell them
- Define the problem
- Provide a road map (outline)

Give the chair notes to introduce you, and discuss it with them
so you get a good intro!
Structure

The Opening: 2  ~5 minutes

• Tell them why they should listen

• Motivate the audience
  o define the problem in greater detail
  o emphasize goal and contributions

• Background / terminology
  o relate to earlier work
  o avoid or explain jargon

Example:
- Apply theoretical aspects to real world problems and applications
  - how it fits in
    why it is useful
- Gives background to understand your talk
- Avoid or explain jargon / acronyms
Structure

The Body

- Tell them
- Describe what you did, and how you did it
- Explain its significance

-Avoid excessive details:
   Refer to paper for details
-Significance
   Tell audience why they were there
Structure

Conclusions  2-3 minutes

• Tell them what you told them
• Summarize purpose and main point(s)
• Discuss current work/open problems
• Indicate your talk is over

-Mention gaps that weren’t covered in the talk or the paper (avoids awkward questions)
-Be open and honest
  increases credibility
Style and Tips

I can’t overemphasize the importance of being clear in your own mind what you want the audience to get from your presentation.

Only then can you really concentrate on doing a good job of getting it across.

Bruce MacDonald

Your message should permeate your talk
- the intro, the contributions, the conclusions
- all points should re-enforce it
- it should be the single thing the audience takes away with them
Your message should permeate your talk
-the intro, the contributions, the conclusions
-all points should re-enforce it
-it should be the single thing the audience takes away with them
### Style and Tips

Don’t get bogged down in details
- will lose people and never get them back
- main point forgotten by audience
- fit details to your audience

---

Keep it simple

Details:
- You know too much, and can get bogged down / over-run time
- Shorter talks are harder!
- Decide what you want to include and leave out while still communicating the main message is hard work

Audience
- Different audiences require different styles / terminology / detail
Style and Tips

Good body language
- be enthusiastic
- maintain eye contact
- speak clearly and audibly
- don’t read

Use your voice and body

‘Sell’ your ideas.
Much of message comes from body language and voice
Scripts: reading from them puts people to sleep.
Style and Tips

Timing

- adjust content to fit
- don’t rush

Watch the time

Time:
Conferences - strict time
  people hate missing coffee breaks / lunch
  you may loose your question period
  avoid going faster: trim instead
Practice is the most important single thing you can do to improve your presentation!!!
Notes

- reminder of what you may say
- main points
- details not on slide
- not a script to constrain you
Media Setup

Always have backups

Expect everything to work, but prepare for failure
May have 2nd lower quality version, but still works (eg overheads)
Media Setup

Microphone
- placement & sound check

Screen
- visibility
- size
- lighting

Seating

Microphone:
- placed too high, breathing
- too low, bad audio / feedback
- keep mouth by mike
- watch out for wires
- know where the switch is

Screen and lighting
- Can people easily read smallest text from the back?

Seating
- rearrange if needed
- Get people to sit near front (handouts)
Avoid no media unless you are skilled

**Media**

None

  * focus is on you

But

  * practiced speakers are best
Whiteboard:
- can use with other media
  eg for recording static list of points during presentation
- electronic whiteboards atop e.g. powerpoint

but
- slow
Computers:
- excellent for multimedia
- unreliable, hard to set up, projector problems, power issues, resolution dilemmas, projector brightness, audio jacks, small screens...
- expect them to fail
- maximize font size / images / contrast due to poor lighting
Media

Video and demos
- showing vs explaining
- tells the story

but
- don’t let them take over

Videos
- great, but don’t let them take over

Demos
- they see it, they believe it
- risky, but well worth it
- have backup (video) just in case!
Proxemic Media Player (2010)

A video media player

senses

• distance and orientation of a person

reacts by

• turning itself on
• progressive detail
• interaction techniques tuned to distance

Illustrating a system by text
-textual descriptions of visual material hard to understand
Illustrating a system by image
-weave a scenario around it so people can understand how the system works
Illustrate a system by image and video

- use image as prelude to tell them what to watch for
- reduce the volume and talk over it if it's a long video so it doesn't take over
Too much detail; cluttered

Appearance of Media

None

• practiced speakers are best at this, because they are comfortable talking to the audience

Whiteboard

• this is best for small rooms, for groups, and for developing examples where the example unfolds over time
• its really too slow a medium, because it takes time to write things down!
• it also puts your back to the audience

Transparencies

• must be legible by people at back of your expected meeting room in bad lighting conditions (assume the worst!)
• of course, it should be typeset. Some good things to remember are:
  o large, variable width fonts
  o uncluttered, with only a few easily remembered points on the slide that you can talk around
  o white space used as hints
• don’t prepare too many, because people won’t remember. Around 1.5-2 minutes/overhead or more is a reasonable rule of thumb
• people remember visuals, so prefer pictures/tables over words if possible

Example of different (bad) media use
Appearance of Media (16 point courier)

None
  • practiced speakers are best at this

Whiteboard
  • best for small rooms/groups
  • best for developing examples
  • very slow

Transparencies
  • must be legible by all (assume the worst!)
  • typeset
  • don’t prepare too many
  • prefer pictures/figures/tables over words
ALL CAPS

APPEARANCE OF MEDIA

NONE

• PRACTICED SPEAKERS ARE BEST AT THIS

WHITEBOARD:

• BEST FOR SMALL ROOMS/GROUPS
• BEST FOR DEVELOPING EXAMPLES
• VERY SLOW

TRANSPARENCIES

• TYPESET
• DON’T PREPARE TOO MANY
• PREFER PICTURES/FIGURES/TABLES OVER WORDS
Appearance of Media

None

- practised speakers are best at this

Whiteboard:

- best for
  - small rooms/groups
  - developing examples
- very slow

Transparencies

- must be legible by all (assume the worst!)
- Typeset it
- don’t prepare too many
- prefer pictures/figures/tables over words
Bad colors, contrast...

Appearance of media

Transparencies
- must be legible by all (assume the worst!)
- typeset
- don’t prepare too many
- prefer pictures/figures/tables over words

Computers
- less text / slide
- expect poor lighting
- best for animations and demonstrations

Your screen may give far better contrast than the screen in the hall!!!
Gratuitous animations (not visible in handouts)

**Appearance of Media**

None
- practiced speakers are best at this

Whiteboard
- best for small groups
- best for developing examples
- very slow

Transparencies
- typeset
- don’t prepare too many
- prefer pictures/figures/tables over words
None
practiced speakers are best at this
Whiteboard
best for small groups
best for developing examples
very slow
Transparencies
typeset
don’t prepare too many
prefer pictures/figures/tables over words
Appearance of Media

None
- practiced speakers are best at this

Whiteboard
- best for small groups
- best for developing examples
- very slow

Transparencies
- typeset
- don't prepare too many
- prefer pictures/figures/tables over words
Question/Discussion

Anticipate questions ahead of time
- dry runs help

Turn “bad” questions into good ones
- always repeat the question

Maintain control
- guide discussion
- limit time on minor/irrelevant

Always repeat question

Bad questions
- can’t hear it, rambly, vague, multiple questions, unclear
- transform it into a better question you can answer

Control: don’t get left out of the loop
- many prima donnas out there who want their minute of fame
The Thesis Oral Presentation

Why?
- a warm-up period for you and the examiners
- reminds examiners what they have read

What?
- objective of your work
- very brief overview/motivation/history
- highlights of your methodology/results
- main contributions
- future directions

To prepare
- mock defense

Ask your advisor about what should be in it.
I always write out what the goal of the talk is, that is, the main message that I want people to remember from the presentation

The entire talk should be crafted to deliver this message

… and it should end with the same message
google

• Saul Greenberg
  grad tips

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