Proseminar

Algorithmen für Rechnernetze

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How to prepare a presentation

- Folien: Seminar *Advanced Topics in Rendering and Animation* (Prof. Dr. Matthias Teschner), SS 2008
Goals

- familiarize yourself with a topic
  - based on a scientific publication
  - using information from the authors' web pages
  - using additional sources (internet, books)
- prepare a comprehensible presentation
- do not just reproduce the paper
- adapt the organization and the focus of the paper in order to get a comprehensible presentation
  - you can skip some content
  - you can add content from additional sources
Outline

- introduction
- presentation
- organization
Preparation

- know your topic
  - examine relevant material thoroughly
  - do not try to circumvent problems

- prepare slides
  - allow 1 to 2 minutes per slide
  - slides should be uniform and not too dense
  - incorporate illustrations
  - slide titles should be helpful

- rehearse your presentation
  - gather feedback
  - adapt your presentation accordingly
  - check your slides with your colleagues before your talk
Presentation

- introduction
  - introduce yourself, the title of your presentation

- overview
  - give an idea, but not too detailed

- motivation
  - illustrate the principle and/or applications
  - explain the goal of your presentation
  - cite references
  - the audience should be eager to listen your presentation
Presentation

- main part
  - should consist of distinguished parts
  - separate different parts of the presentation explicitly
  - each part should be introduced and summarized

- summary
  - tell the audience what you have told them
  - ask for questions
Structure of the Presentation

- title
- motivation, introduction to the topic
- information on author, affiliation, source
- outline of the presentation
- description of the problem
- methods to solve the problem
- results
- discussion of benefits, drawbacks, problems
- summary
Presentation - Summary

- introduce the title and yourself
- motivate and introduce your topic thoroughly
  - it is essential to arouse the interest of the audience right at the beginning
- give a brief overview
  - avoid too many details
- structure your presentation
  - introduce and summarize parts of your presentation
- summarize the entire presentation
- clearly mark the end of your presentation
  - e.g. “Thank you for your attention.”
General Comments

- check the presentation environment prior to the presentation
- do not occlude the projection
- avoid idiosyncrasies
- stay in time
Presentation

- do not learn your talk by heart
- do not read your talk
- do not read slides, but explain every item on your slide
- do not be shy or quiet
- communicate self-confidence
Requirements

- presentation of a topic, 20 min.
- discussion (technical aspects, form), 15 min
- written documentation
- English or German

- attendance of all presentations is mandatory