



Proseminar

Algorithmen für Rechnernetze

Christian Schindelhauer

Technische Fakultät

Rechnernetze und Telematik

Albert-Ludwigs-Universität Freiburg

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
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- attendance of all presentations is mandatory