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

- 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

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

    prepare slides such that frequent skipping of slides is avoided
- 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, 25 min.
- discussion (technical aspects, form), 15 min
- written documentation
- English or German

- attendance of all presentations is mandatory