Seminar on Giving Presentations

Mobile and Cloud Computing Seminar (MTAT.03.280)
Outline

● Seminar Presentation Task
  ○ Schedule
● General Tips for giving presentations
  ○ Online Presentations
● Discussion
# Our Presentations Schedule

## Doodle

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Seminar Presentation Goal

- **Introduce & Teach** the content of a single scientific article to the seminar audience
  - Focus should be about exactly communicating their work
  - No need to compare across other works you are studying in this seminar
    - (you should do this for final report)

- **Length**
  - 30 minutes
  - 20-35 slides *max*
  - ~15 min for questions

*Which article you present must be agreed with your supervisor!*
Seminar Presentation Content

The presentation is based on 1 article

● Pick the most interesting or impactful article among the ones found in the literature search task

● **Exhaustively** cover its contents:
  ○ What is the domain and problem?
  ○ Which RQ-s did the authors raise?
  ○ What are the methods being used?
  ○ What were the results? How was the method validated?
  ○ Open challenges, issues
Structure of a presentation (Generally)

- **Title Slide** (+ Agenda / Outline)
  - Introduce yourself!
- **Introduction** - *Introduce...*
  - ... The domain, background
    - Key terminology, quick examples
    - Motivation - why does it matter?
  - ... The problem(s)
  - ... Research goals, Research Questions, Methodology
- **Main part** - *Describe, how is...*
  - ... The problem solved?
    - Detailed description of methodol
      - architecture, algorithm, models
  - ... The solution is validated?
    - Experiment description, overview of results
- **Ending**
  - Discussion - what were the key lessons & discoveries? Any gaps?
  - Conclusion - reiterate key points and draw conclusions, summarize the entire story.
Tips for presenting

An abrupt transition.
General tips

● Know your slides
  ○ Avoids unnecessary jumping around, time wasted “being lost”
  ○ Careful about major last-minute changes
  ○ Enabling *slide numbering* is recommended
    ■ Helps notice your pace
    ■ Allows audience to take quick notes

● Use illustrative examples
  ○ You don’t have that much time.
  ○ **Good examples** are very time-efficient to drive a point home
    ■ Simpler examples are often good ones!

● Don’t be afraid to repeat yourself
  ○ Key points need to be repeated to be memorable
What not to do

● Too much content and going too fast
  ○ Listeners might not keep up with you, have to simplify
  ○ Large no. of content-dense slides - audience will feel lost

● Constantly reading your own slides word-for-word
  ○ Having long sequences of text on slides and reading them word-for-word. This generally comes off unprofessional and makes audience lose interest. There are some situations where you may wish to do so, such as reciting quotes or definitions. It also forces you to make your font-size smaller, thus making the text harder to read anyway.

● Messy structure or flow
Know your audience

● Adapt accordingly:
  a. when preparing for the presentation
     ■ What can I assume about their knowledge?
  b. while giving the presentation, too!
     ■ What kind of questions are you getting?
     ■ What are people’s faces like?
     ■ What did previous talkers say?
     ● Focus on unique sub-topics

Bottom image: TarkTartu project public lecture
Visual Illustrations

Adding illustrations is generally a good idea, take extra time to add nice illustrations

- **Adapt** your figures / graphs for the presentation!
  - Doesn’t always have to be 100% identical to one you used in your thesis, research paper, etc.
  - Slides and Articles are different mediums - adapting may be necessary

- Helps stand out and draw focus
  - Draw people’s attention
  - But avoid something too distracting..

- Also helps people better understand / remember important content
  - “Visual memory”
Adding figures, tables

- Diagrams shouldn’t lack axis labels, units, etc.
- Generally, any “external” material should be cited.
- Properly explain your figures:
  - Don’t assume audience can pinpoint the right parts on the image
  - “On the right-hand side we can see..”
- Examples:
  - Top image: Providing a source, caption
  - Bottom image: bad example

Adding content - to add or not to add?

● Unsure if you should include that big important detailed table*?
  ○ * or table, figure, proof, etc.
  ○ Just summarize the most important parts
  ○ Add the full content as a “bonus”-slide!
  ○ If somebody asks about it, you can pull it out later.

● Any media you place on a slide, you should feel comfortable explaining 100%
It won’t fit?

- I want to add something, but it won’t fit!
  - Add a small, *non-readable* version alongside the text (1)
    - You can already introduce the fig. Here
    - Explanation of axes, dataset, etc
  - Show the full-version on the following slide (2)
    - Now you can highlight specifics

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**Important Result**

- Some important text
- But it is taking up space
- Leaving not much space for figures

(1) Tiny Fig. (2)
Giving Presentations Online
Giving ONLINE presentations

● Challenging due to less real-time feedback from audience
  ○ Do your slides need to be full-screen?
  ○ Can you create a set-up so you can see the audience during presentation?
    ■ E.g. 2 monitors, side-by-side windows

● Use gestures!
  ○ Mouse / “Virtual” laser pointer

● Be familiar with the software
  ○ Most provide means to test if audio is working properly
Online presentations: Prepare

- Close social media software, browser tabs, E-mail client

- Anybody else in your home network?
  - What are they up to? Will they hoard bandwidth?

- Consider a switch of environment for presentation session
  - Force yourself to pay more attention
Online presentations - Video Quality

● Photography and videography are arts of mastering **light**
  ○ Is your room bright enough?
  ○ Are there light sources shining onto the object (you)?
    ■ What angles are the light sources shining at? Don’t want stark shadows on your face.
    ■ Bouncing light off walls, ceilings can be handy
  ○ Any light sources shining into the camera, messing up contrast?

● Camera quality:
  ○ Average laptop webcam is quite poor
  ○ Smartphone cameras are quite good
    ■ Can set up solutions for using smartphone as a webcam, e.g.

● Audio quality
  ○ Similarly, integrated microphones usually aren’t very good
  ○ Use standalone mic/headset if you have one
Online Presentations

What’s your experience?
Thanks for listening