



- Clarity and Simplicity Should be your principal objective
- Place your work in the context of the existing literature
  - What we have learned from this earlier work
  - contribution
- Explain the general goals of your paper

- Describe the specific questions your paper addresses
- Why these questions are interesting and important
- Simply indicate the direction of your heading

## Examples: Outline of the Presentation

- Related literature
- Model when countries care about their own fulfillment
- Model when countries care about each other's fulfillment
- Discussion and Applications
- Conclusion

- You have a wide variety of media at your disposal (Just don't overdo it)
- Use colors to attract attention to something important
- Use diagrams and pictures (if possible)
- Present your assumptions, conclusions and future research in the form of lists

- You can be informal in your tone and style of delivery
- **You should certainly show enthusiasm about your work**
- If you appear unconvinced....

- Discuss the paths not taken
- The lessons you drew from failures
- Describe how you got interested in your problem
- Explain how you obtained your initial results

# Preparing Yourself

- You should be able to explain your paper either informally or with all the details
- Be ready to explain your research in the five minutes of a hallway conversation, and in the standard 25 minutes
- If you only have a few seconds:
  - What would be the key words of your research
  - If allowed one sentence to summarize your contribution, what it would be?



- The benefits of Practice
- By repeatedly explaining something you are creating a mental file of sentences
- Eventually you will approach the optimal way
- Time yourself!
- Short introductions are preferable
- Keep the literature survey short

- You need to think about how to convince *me* that your findings are significant
- Demonstrate the difficulties involved in reaching more general results
- Being Flexible
  - *Interacting with the Audience*
  - *Answer questions carefully and thoughtfully.*
  - *You should expect some misunderstandings*
  - *Introduce suggestions in your work*

- Benefit of Transparencies
  - Show and tell is always better than just telling
  
- Transparencies save time
  - *When you are explaining some table highlight the most important points*
  - *relieve you from memorizing*
  - *Have a psychological benefit*
  - *do not overcrowd your powerpoint!*

- Most good speakers average two minutes per slide (not counting title and outline slides), and thus use about a dozen slides for a twenty minute presentation.
- Title/author/affiliation (1 slide)
- Forecast (1 slide)
- What is the one idea you want people to leave with? This is the "abstract" of an oral presentation.
- Outline (1 slide)
- Give talk structure. (Audiences like predictability.)
- Background
  - Motivation and Problem Statement (1-2 slides) (Why should anyone care?)
  - Related Work (0-1 slides)
  - Cover superficially or omit; refer people to your paper.
  - Methods (1 slide)

- Cover quickly in short talks; refer people to your paper.
- Results (4-6 slides)
- Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. (Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.)
- Summary (1 slide)
- Future Work (0-1 slides)
- Optionally give problems this research opens up.

## How to Give a Bad Talk

- Why waste research time preparing slides? Ignore spelling, grammar and legibility. Who cares what 50 people think?
- Transparencies are expensive. If you can save five slides in each of four talks per year, you save \$7.00/year!
- Always use complete sentences, never just key words. If possible, use whole paragraphs and read every word.
- Be humble – use a small font. Important people sit in front. Who cares about the riff-raff?
- It's unfair to emphasize some words over others.
- Pictures are for weak minds
- You prepared the slides; people came for your whole talk; so just talk faster. Skip your summary and conclusions if necessary.
- Why waste research time practicing a talk? It could take several hours out of your two years of research.