Presentation and Talk: Lessons Learned

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1 Presentation Preparation

Below I chose to list key points, which I suffer for most. These need special emphasis when composing content (bulletpoints) and assembling slides together.

Scale. Digestible chunks, brevity

KISS. Keep It Short and Simple (variation of the real acronym)

Pace. Avoiding too much too early, depth to be reached progressively

Focus. Visual clutter to be avoided

Clarity. Mind line width, font size

Flow. Logical structure, rhetoric, good orientation

Levels. Make use of bullet sublevels when either possible or appropriate; use hierarchy

Consistency. No place for sloppy or inconsistent placements of objects

2 Delivery/Talk

Speed. Moderate pace

Eye Contact. Talk to bulletpoint (projected slide), but also direct head at the audience

Orientation. Always know which slide comes next, i.e. familiarity with the presentation needed

Inspirer (Web link): http://www.veen.com/jeff/archives/000483.html

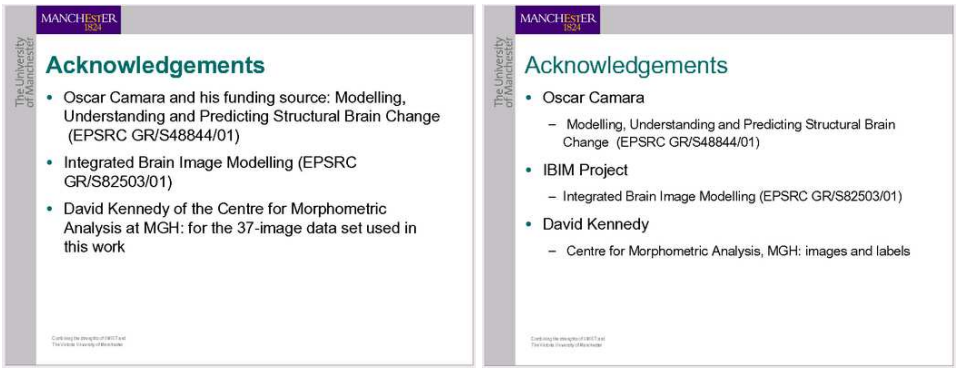

Figure 1: Use hierarchy, isolate distinct elements, e.g. author, grant number

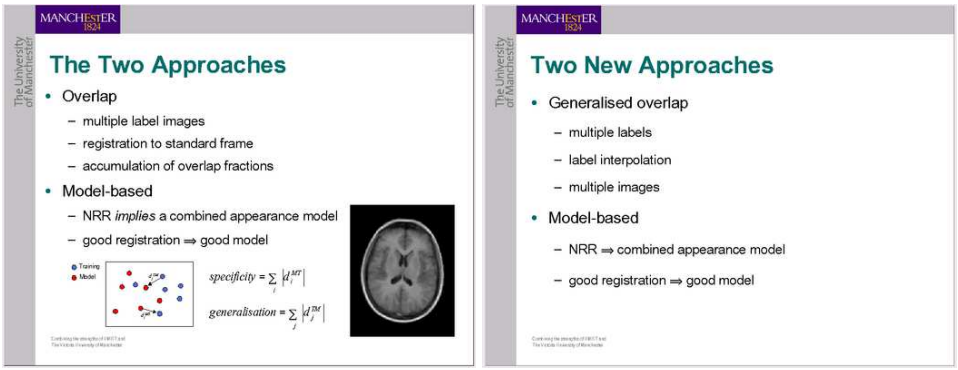

Figure 2: Do not jump to the 'meat' of the work too early (introductory slide)

3 Example Slides

Looking at the obvious differences side-by-side, downsides are made more apparent. Shown on the left are a given slides at the very start (draft); on the right lies the final version of the corresponding slide.

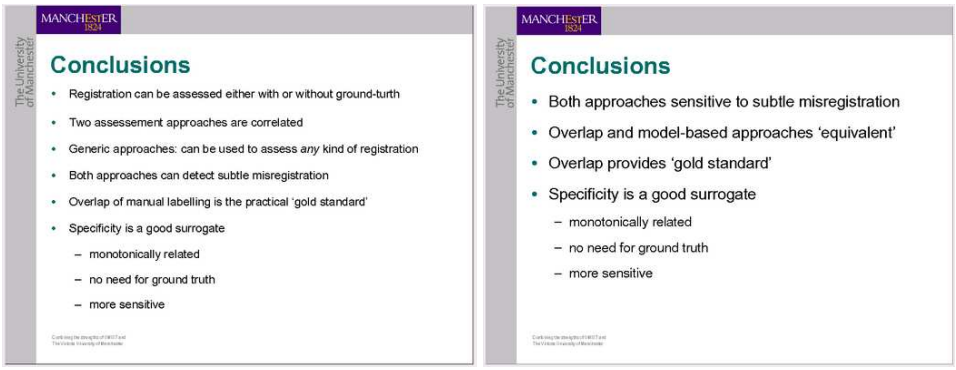

Figure 3: Avoid over-filling the slides, be concise

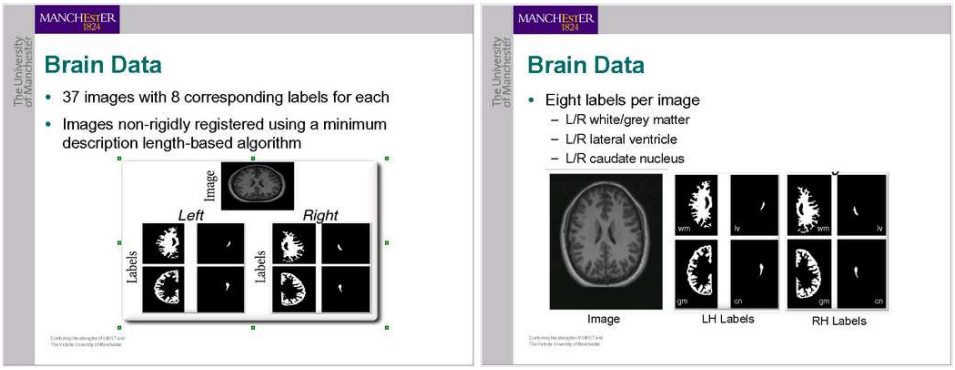

Figure 4: Visual structure to be avoided; two-line bulletpoint are undesirable

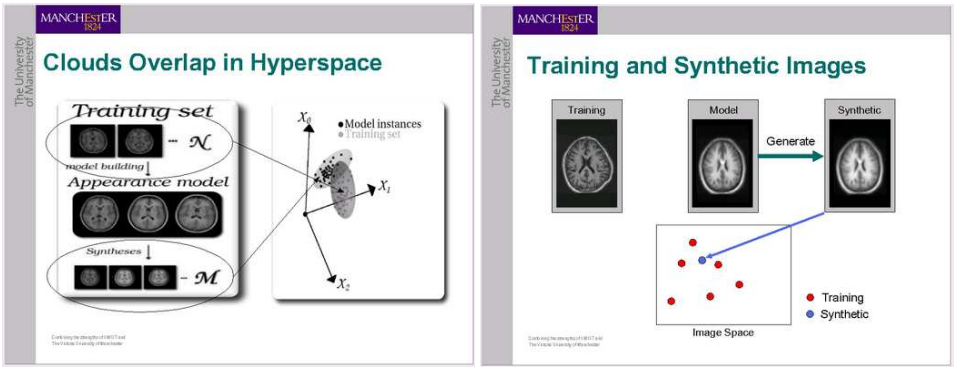

Figure 5: Simplify where possible, animate to make content traceable

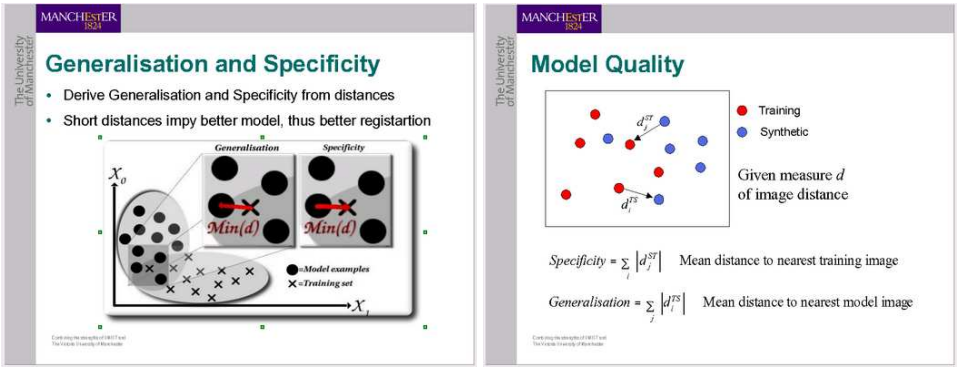

Figure 6: Use mathematical notation rather than be wordy

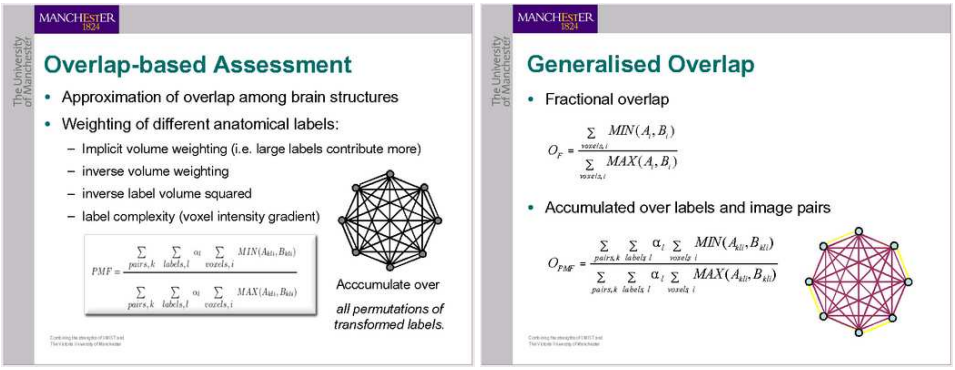

Figure 7: Overloaded slides should be avoided; use space wisely

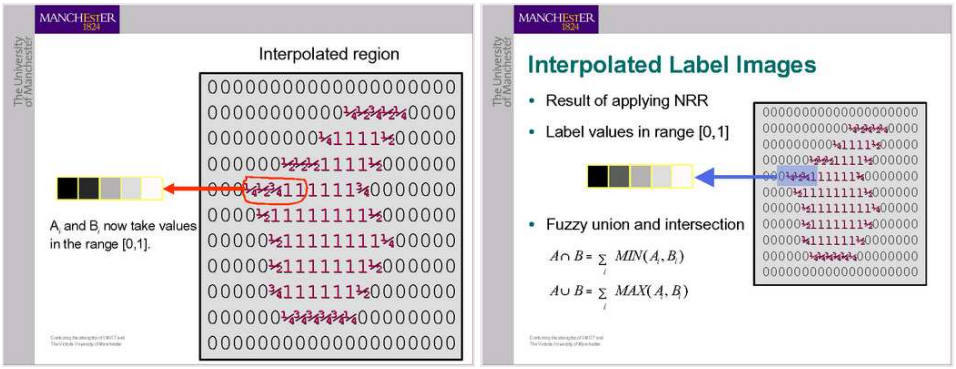

Figure 8: Explanation to be expanded where it contributes

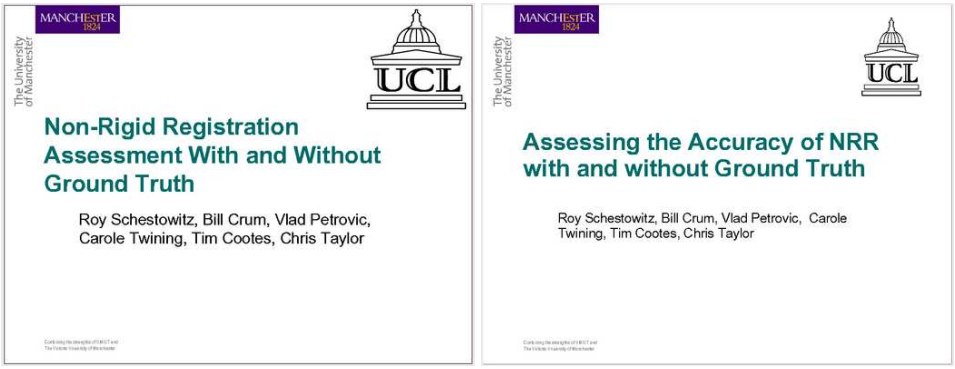

Figure 9: Use the space available, but do not over-complicate or (mistakenly) distort (referring to aspect ratio alternations)

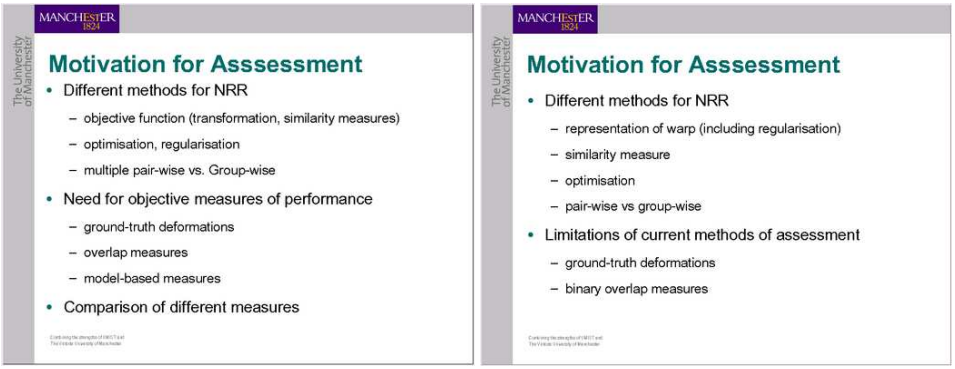

Figure 10: Shorten sentences without losing important facts

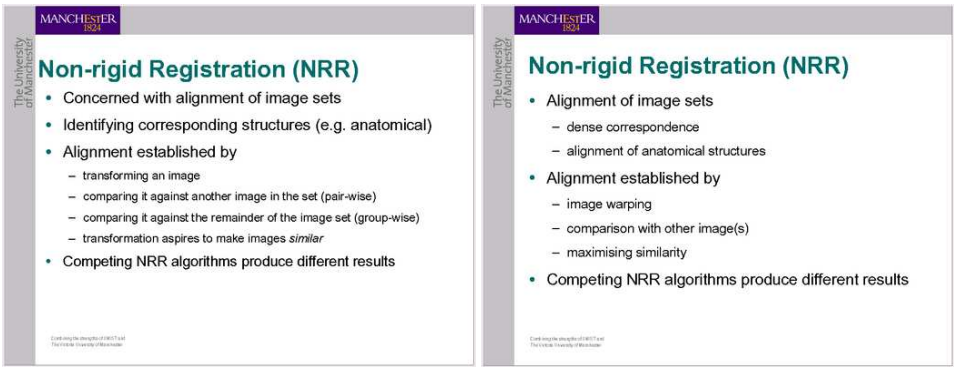

Figure 11: Bulletpoints are worth using wisely, depending on the nature of a problem's structure

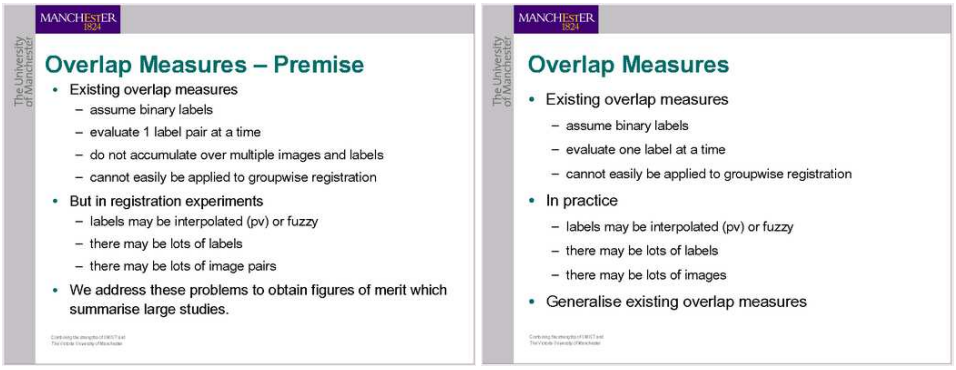

Figure 12: Adapt inserted slides to content, making it more adhesive and omitting irrelevant details

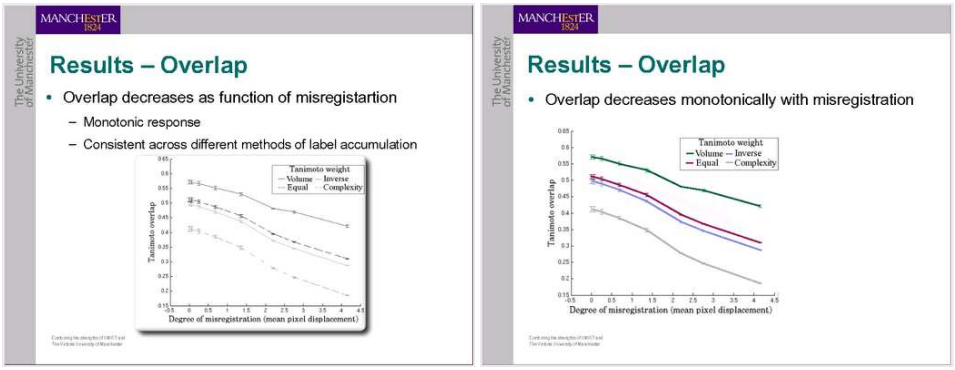

Figure 13: Avoid unnecessary visual effects, line visibility is crucial, legend clarity

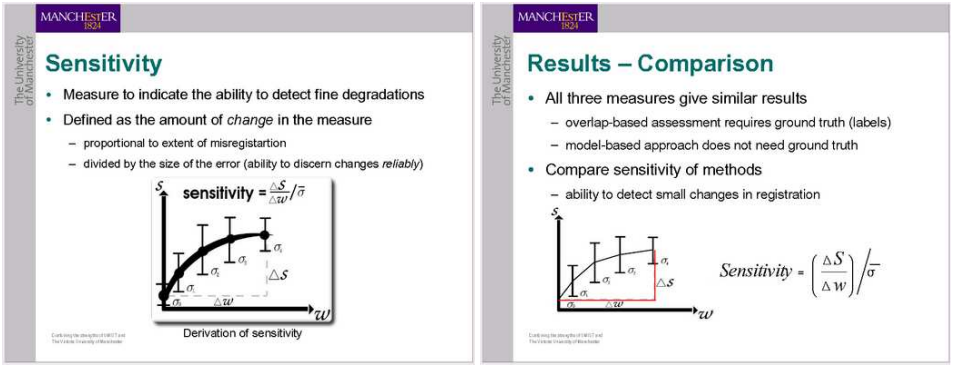

Figure 14: Always isolate formulae and figures, perhaps make use of colour

4 Slides with Reasonably Fine Changes

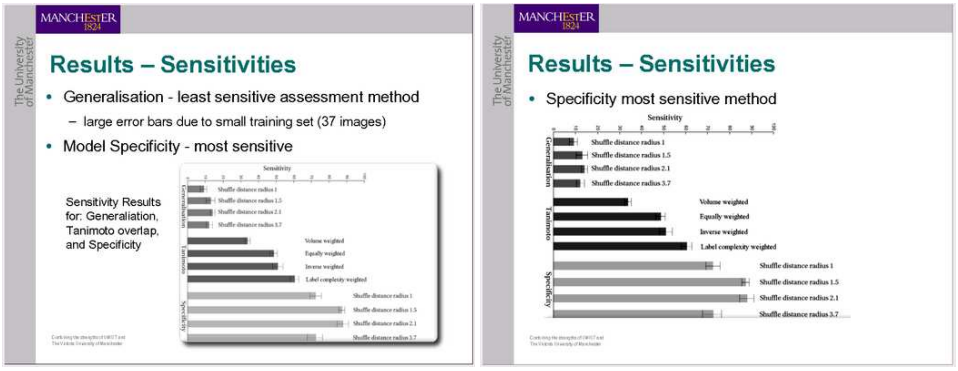

Figure 15: In important results, use entire space to shift focus

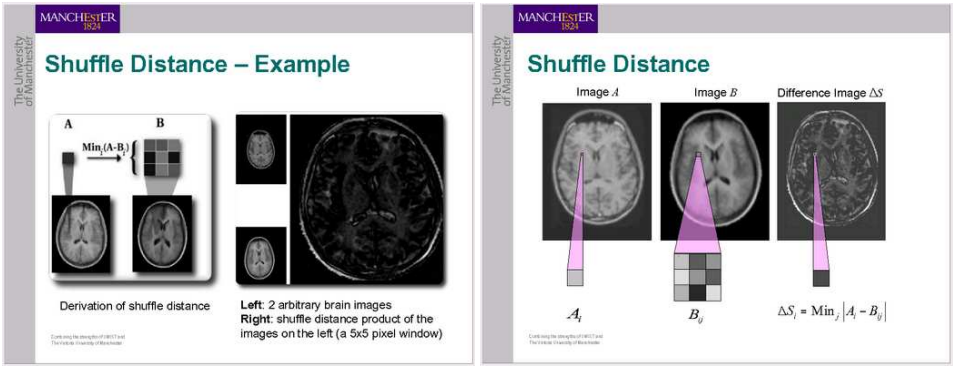

Figure 16: Avoid fragmentation of figures, use colour, be less wordy

5 Remainder of the Example Slides

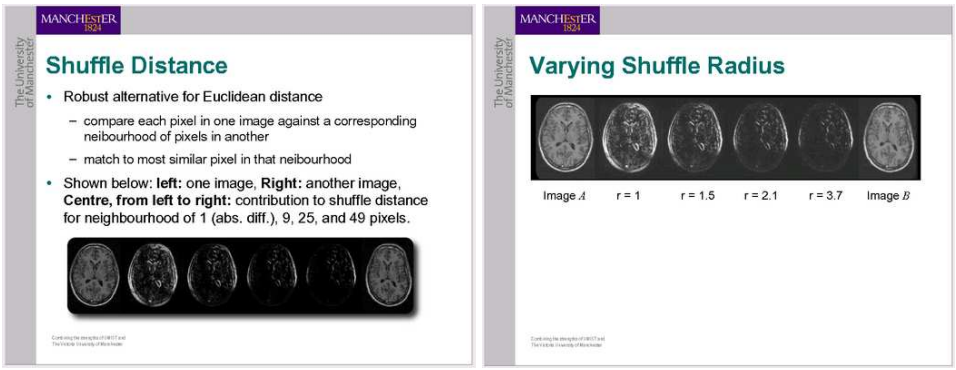

Figure 17: Bind captions to images, concentrate on one aspect of the problem at a time

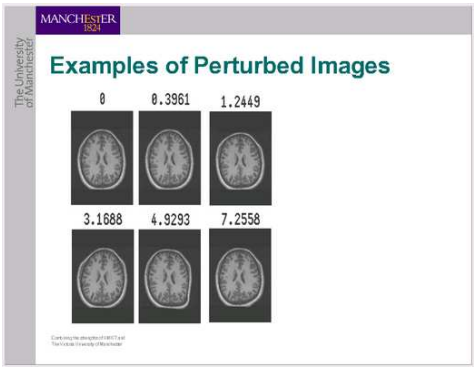

Figure 18: Show data to re-affirm confidence or trust among the audience

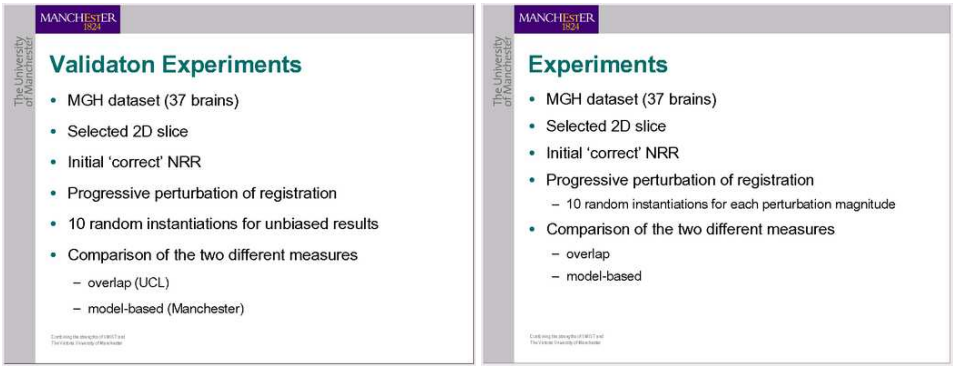

Figure 19: Simplify and shorten

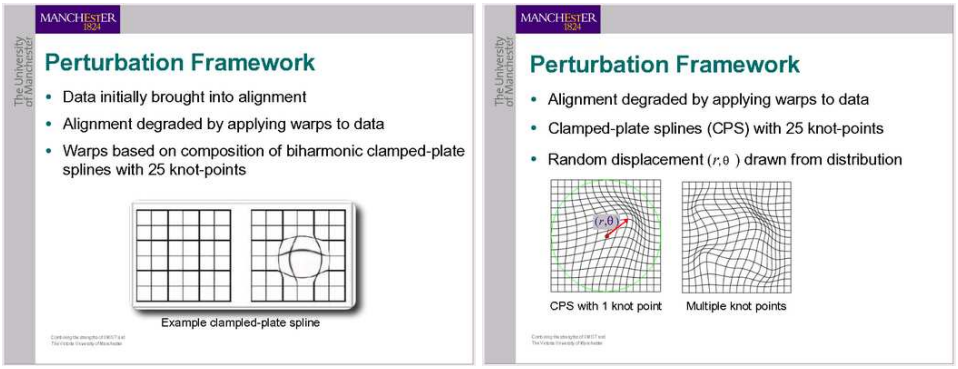

Figure 20: Figures that reflect on real algorithm rather than approximate or emulate; leave out unnecessary visualisation, use of colour