

IVRL - Presentation Guidelines

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Abstract

This document serves as a guide for IVRL project presentations. Section 1 lists the important points that need to be covered in your presentations. Section 2 lists some technical aspects for the presentation. Lastly, Section 3 gives a general list of recommendations for your presentation.

1 Outline of Important Sections

Here is a recommended guide to keep your presentation well-structured, comprehensive and easy to follow:

- Cover: project title, student name, supervisor, date and affiliations.
- Introduction of the problem at hand.
- Motivation/importance.
- Introduction of not generally known background, mathematical definitions or framework. Survey of the state of the art.
- Expand on the details of your solution. What exactly is your contribution or innovation and how did you develop your solution? Add proofs where needed.
- Experimental results and comparisons. (Demo when convenient)
- Conclusion: pros and cons/limitations of your work, future goals (both technical goals or applications of your project).

It is important to have a good flow and a story that is easy to follow. Make sure your audience knows where you are at in your presentation and does not get lost. This is best achieved when things are naturally linked in an intuitive way.

2 Technical Guidelines

Keep in mind the following points for your presentation:

- It must be at most 15 minutes (then 5 minutes of Q&A will follow).
- It must be submitted to your supervisor a few days before the presentation day for review, or a better alternative is to have a dry run.
- There is only a projector with *usually* VGA and HDMI adapters, (if you need pointers/clickers, audio devices etc. then plan for this in advance).
- Your presentation will be followed by a questions session, come prepared.

3 General Advice

Finally, we end this guide with general advice/recommendations that can be helpful for any of your presentations:

- Practice well but do not memorize.
- Proof-read for spelling mistakes and typos.
- Make sure your fonts, capitalization and style are consistent across slides.
- Test everything before your presentation (mostly demos and videos).
- Use good quality graphics, make sure all your figures have clear titles and axes labels.
- Keep a minimum amount of text per slide and maximize your font sizes.
- Distribute your time well across the important sections, and keep back-up slides for technical details or results of work in progress.
- Do not use fancy backgrounds that make your text hard to read, it is best practice to have a black background for optimal contrast.
- Writing out your equations is always better than cropping them from somewhere else.
- Avoid jumping around from slide to slide.
- Lastly, practice with an audience to get your speech to be clear, articulated, engaging and at a good pace.

With this you should be all set for a great presentation. Best of luck!