3C05/D22
How to give a Seminar Talk

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Why?

Because you need to learn how to do this -
you will end up having to give lots of
presentations

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Outline

- Organization of a talk

- Common pitfalls
  - Fonts, Colors, Diagrams
  - Number of slides?
  - How to talk

- About this seminar
  - Contents
  - Topics
  - Administrative stuff

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Content

- Goal: present research results

- Think of the audience!
  - Knows foundations of computer science
  - Does not know specific research

- Focus on concepts, not details!

- Point out advantages/disadvantages

Organization of a Talk

Title	Splash	Summary	Overview	Problem
Title of the Talk / Name / Affiliation / etc	Fancy Picture or Fancy Quote	• important problem • our solution is good • technique/methodology	1 the problem 2 related work 3 notations 4 our solution 5 experiments 6 conclusion	
		most important		

State-of-the-Art	Preliminaries	Solution	Tables	Conclusion
				• summary • outlook
		important	*important*	*most important*

Giving the Talk

- Allow at least two minutes per slide
  - Not enough time? Cut it!
- Keep introduction and motivation short
- Use less than a minute on outline
- Use time for complex topics instead
  - Repeat if really important
 - Use examples

Slide Layout

- Keep it simple!
- Use Diagrams
  - A picture says more than a thousand words
  - A picture says more than a million numbers
- Try to keep it <u>in one line</u>
  - **Many topics cannot be explained fully with a few bullets. In such situations, one is frequently tempted to write a full definition of the problem, usually in a very small font, which is read aloud while looking at the slide when giving the talk. Instead of this, a diagram together with a few key words would always be more suited to showing the context, which can then be elaborated on in more detail orally, in the talk.**

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Diagrams

General Office Equipment
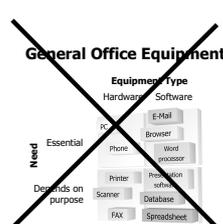
TOO FANCY

Ugly Duckling Syndrome

Feathers
Stubby
Brown
Told to leave town
Low self esteem
Does as is told

TOO ANNOYING
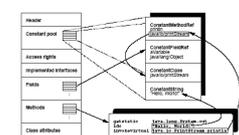
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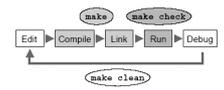---

Diagrams

Think about the people in the back row!

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Structural Figures

Better than long text

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Formulas

- Use only when needed
- Use descriptive variable names

$$velocity = \frac{distance}{time}$$

- Powerpoint equation editor is bad
  - Consider Latex + Acrobat Reader
  - Consider Texpoint

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Colors

- Avoid too many colors
- LCD ≠ Projector
- Background colors:
  - Yellow, orange, green, light blue
- Text colors:
  - Blue, magenta, red, dark green, orange
- Avoid distracting bitmap backgrounds

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How to talk

- Know what's on your slides!
- Prepare *aide memoire* of what to say on small cards
- Don't read the slides to the audience
- Don't read the *aide memoire* either
- Never ever look at the canvas
- Seek eye contact with every member of your audience
- Break the rhythm - people fall asleep after 15 mins otherwise
- Rehearse, rehearse, rehearse

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About this Seminar

- Topic:

  Advanced topics in Software Engineering

- 45-50 Minutes for each talk
- Papers:
  - Have been assigned
  - Tell me if you cannot find them!

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Administrative Things

- I have given you plenty of time to prepare
- Email draft of slides to me one week before talk
- I will send you feedback
- I need your slides two working days before your talk is due to be able to prepare hand-outs (and your fellow students will lynch you if they don't get them).
- Marking:
  - Presentation will not be marked
  - You will get informal feedback both after the presentation
  - A presentation is a good way to prepare for an essay

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Key Points

- Fully comprehend what you are going to talk about
- Prepare good audio visual aids (e.g. using PowerPoint)
- Use examples
- Use (appropriate) graphics
- Rehearse your presentation so that
  - you know what you want to say
  - how to time it
- Seek my feedback beforehand

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