Student Symposium and Presentation Guidelines

Todor Stefanov

Symposium

- **DATE: May 24, 2024 (Friday)**
  TIME: 09:00 – 18:30
  ROOM: 312 in Snellius building
  - **Go to the course webpage for instructions!**

- Symposium attendance:
  - **Every student <u>must</u> attend the entire symposium and present his/her assigned paper!**
    - be proactive and ask questions

Your Tasks for Symposium

- Every group of max 2 students must
  - prepare **20 min presentation** on assigned paper
    - Shorter presentation is unacceptable!
    - Longer presentation will be stopped!
    - Presentation must be in English
  - answer **questions** from audience for **~ 5 min**
- **Every student <u>must</u> be prepared to give the whole presentation!**
- Every student <u>must</u> give half of the presentation
  - **A student must talk for ~ 10 min!**
  - Who starts first, decided randomly by the lecturer before the presentation

Some Guidelines on
How to give a research presentation

Structure of Presentation

- Use 10 to 20 slides for 20 min presentation!
- Introduction – max 1 slide
    - General context of the work (position of the work)
    - Motivation behind the work (general challenges)
    - Tip: Do not spend too much time on the introduction!
- Problems addressed in the paper – max 3 slides
    - State the research/scientific questions (problems)
    - Explain what the novelty of the work is (contributions)
    - Specify scope of the work (assumptions)
    - Compare with related work
    - Tip: Spend sufficient time to clearly explain the problem and (novel) contributions!

Structure of Presentation (cont.)

- Results of the paper
  - Solution approach, methodology, tools, models
  - Implementation
  - Experiments and obtained result
  - Analysis of the results
  - …
  - Tip: The most important paper contributions should be the main discussion point here!
- Conclusions – max 2 slides
  - Summarize the achieved results
    - by referring to the research questions
  - Explain the advantages and limitations of the work

Time for Presentation

- Difficult to present a complex paper in 20 min!
- So, present only the most important contributions
- Do not present lengthy proofs, algorithms, etc…
  - Highlight only the main result
    - Explain it intuitively by an example (if possible)
  - Highlight the main steps of an algorithm
    - Explain the main purpose of each step
  - Present/explain a small subset of experimental results
- Main ideas, proofs, algorithms, can be illustrated with special cases, e.g., 2-D instead of N-D
- Implementation details must be omitted
  - Tell the audience to look in the paper for details

Audience at Presentation

- Think about the knowledge of the audience
  - Use adequate terminology
- Think about the message you want to convey
  - Every slide should have 1 clear message for takeaway by the audience!
- During the talk
  - Keep eye contact with the chair of session and the audience
  - Keep an eye on the clock

Quality of Slides

- Up to 6 main bullets on a slide
- Avoid lengthy sentences
- Use simple pictures instead of text to explain things
    - A picture is worth a 1000 words!
- When presenting plots, expressions, or statistics
    - First explain symbols then discuss results
    - Highlight the items you are discussing
- Use colors and animations wisely

Some Tips for Presentation

- Rehearse your talk to see how long it takes
  - Do not exceed the time limit!
  - Improve the flow of the talk!
- Check if your presentation is correctly displayed before the session
- Prepare also a PDF version
  - PPT is not always compatible
- Do not point to the computer screen, point to the projection screen
- If you use a laser pointer, do not point it to the audience