

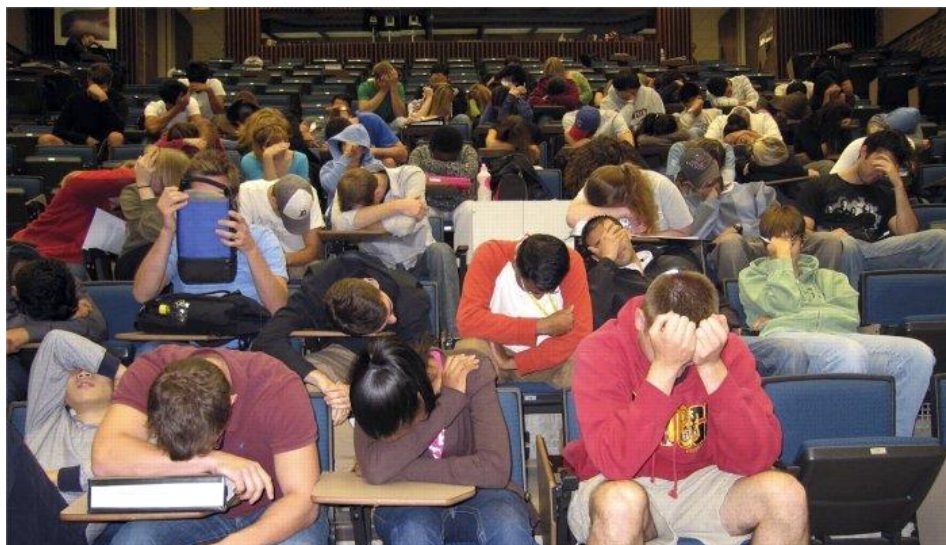


Soft Skills (1) Presentation Guide Lines

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Why you come here



General Guidelines

- Always start with Agenda
- Understand Your Audience is very important
 - Business people
 - Academic Audience
 - Strategic planners
 - Decisions maker
- Always TEST your Laptop before the presentation starts, check VGA, HDMI connection, Battery and other things
- Always do rehearsals before presenting your work even from of your family.

Preparations

- Strict by 8 ~ 12 lines per each slide.
- Strict to allowed presentation time 40 — 60 seconds per slide is the standard.
 - Ex: If you are allowed 20 minutes, prepare 20 — 30 slides. .
- Look to presentation audience instead of continuous reading from pc screen, Knowing that
 - Looking presentation audiences **Excellent!**
 - Looking screen Fine!
 - Looking PC screen **Bad!**
- Font color must be Black, avoid pale colors.
- Avoid being loosely or acting as a child.
- If your hands are shaking then Practice in Home in front of mirror to have SELF steam and trust

Beginning

- Start presentation by clear self introduction
 - “My name is, today I would like to talk about”.
- First 2–3 slides... speak **clearly** and **slowly**,
- Name should be pronounced slowly.
- **Title** should be pronounced **clearly**.
- Whenever you **refer** to previous work or used technique you must put a reference in your presentation and link to it.
- Avoid any self opinions and political statements
- **ICE Break** is always good habit in non-Formal Presentations, It release stress.

Introduction

- The most important part in the presentation
- Give background about the area you present your work
- Start introduction from Large topic to small specific point of work (the Inversed Cone)
- Use **Images** as much as possible
- Long introductions are not preferred by attendees. (this means you have nothing to present today)



Related work and similar systems

- Whenever you refer to previous work or used technique you must put a **reference** in your presentation and link to it in footer note.
- When you specify some technique to use it is good to state merit of this techniques and purpose of usage.
- Remember to avoid attacking related work in aggressive way as definitely some of the audience will defend them (Sure a fact)
- Motivations cant be on general topics.
- **Avoid the BIG MOUTH**

Presenting your Work 1/2

- Be self trusted as this is your work baby, no one understand what you have already done.
- When people asks many this means what you present is fruitful and they are interested in.
- The more questions your get => the more good presentation you have
- Define problem well and introduce proposed solution in a very clear way.
- Provide you presentations with simple and clear pictures.
- **Graphical notations are powerful than texture notes.**

Presenting your work 2/2

- Always use clear font for your images
- Use balanced width and height images is always preferred
- Put arrows and circles over your graphs to catch eyes of audience
- User focus colors to emphasis your statements
- Avoid **long sentences** and paragraphs as much as possible

During presentation

- Record and memorize every question you get during the presentation from the audience, it is better to do it immediately.
- If you give an example about your work try to be general and don't go in very detailed things (no one can understand), overall summarized example is good.
- If presentation is chapters then try to put published work of each chapter.
- If you found audience start being board or sleepy
 - Change your voice tone is always good way
 - Ask a puzzle or question
 - Surprise them with a video or some media to wake them up

Think to avoid in presenting

- Low voice
- Confusion between a reference work and your own opinion work.
 - Emphasize your original points.
 - Distinguish
 - (1) general background, general explanation,
 - (2) your own view/approach for the problem, and
 - (3) your own work.
- Using first letter capital of each word inside the content of the presentation.
- Negative answers and poor unreasonable answers.
- Giving a smile of impoliteness.
- Spelling Mistakes and grammar errors.

Things to avoid

- Contributions must not be general things and originality points must be clear and focused.
- Many drawbacks (Weak parts) in a single presentation means the thesis is weak.
- Avoid general drawbacks that are not direct related to your work.
- If your presentation is divided to chapters do not put related work for each chapter separately it is confusing.
- When divide presentation to sections avoid overlapping it makes attendees lost.
- Avoid mixing general topics and emphasized parts.

Answering the QA session

- Always make the answers to audience questions consistent with you presentations slides.
- Never answer things that you don't hear well, If you do not understand the question, you should ask to the questioner. Prepare several ways to ask the meaning of the questions.
- Never answer questions from Mind as you will always have **contradictory** statements.
- It is good to prepare set of questions to present in case no one has something to ask and also specially when you are chairing a session.

Typical Presentation academia

- Introduction $\frac{1}{2}$
- Introduction $\frac{2}{2}$
- Related work $\frac{1}{2}$
- Related work $\frac{1}{2}$
- Problem statement
- System pipeline/ Overview (Big Picture) Hypthesis
- System Overview 1,2,3
- Experiment 1, Setup, Objective, Results, Discussions
- Experiment 2, Setup, Objective, Results, Discussions
- Future work
- Conclusions