



Soft Skills (1) Presentation Guide Lines

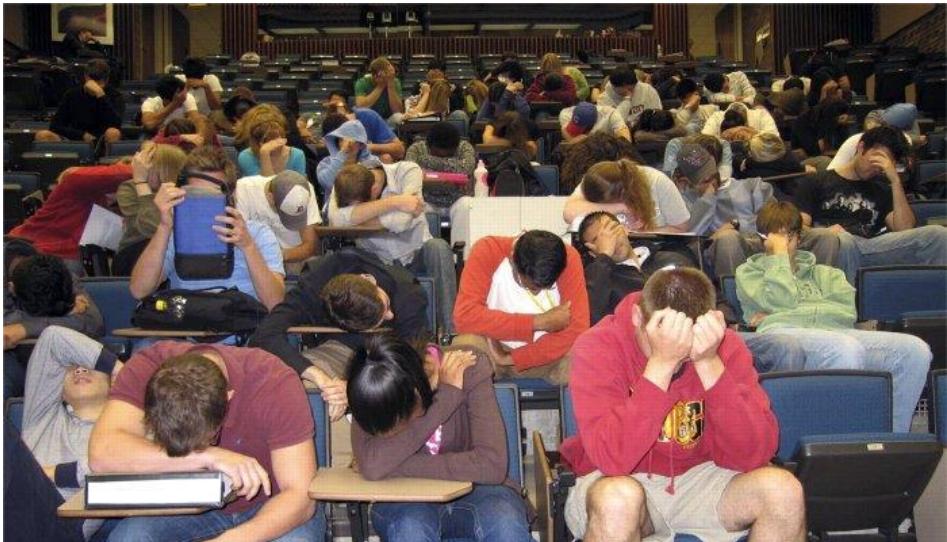
Dr, Ayman Ezzat
ayman@fcih.net

Sunday, February 9, 2024



Interactive Vision

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 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 you get => the more good presentation you have
- Define problem well and introduce proposed solution in a very clear way.
- Provide your 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
- Use focus colors to emphasize 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 your presentation slides.
- Never answer things that you don't hear well. If you do not understand the question, you should ask 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 a set of questions to present in case no one has something to ask and also especially when you are chairing a session.

Typical Presentation academia

- Introduction 1/2
- Introduction 2/2
- Related work 1/2
- Related work 1/2
- Problem statement
- System pipeline/ Overview (Big Picture) Hypthis
- System Overview 1,2,3
- Experiment 1, Setup, Objective, Results, Discussions
- Experiment 2, Setup, Objective, Results, Discussions
- Future work
- Conclusions