

ECE5118: Wireless Sensor Networks Bonus Lecture: Presentation Preparation and Execution

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General Considerations

- The use of background colors is NOT recommended.
- Limit the number of words per visual to a minimum.
- Leave space, at least the height of a capital letter, between lines of text.
- All fonts, including that on graphs, should be 16 point or larger.
- Graphs and charts should have bold lines and symbols that contrast sharply with the background.
- Slides should be legible when held at arm's length.

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Rules for Preparing Good Visuals

- Good visuals are an invaluable asset
 - Good visuals can help you get your talk across with maximum impact
 - Poor slides that are illegible or confusing will simply distract your audience from what you're trying to say.
- Quantity Rules:
 - A good rule of thumb is to allow about 2 minutes per visual in conference setting; Lectures may take longer time for each visual.
 - No more than 5 major points within one visual
 - No more than 3 minor points under one major point

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Rules for Preparing Good Visuals

- Subject Matter Rules:
 - Do not waste visuals where they are not needed.
 - Use them where a picture, chart, diagram, or cartoon will help.
 - Tables and figures are hard to read and understand quickly – use pie charts or column graphs instead.
- Simplicity Rules.
 - If it takes longer than 10 seconds for your audience to comprehend a visual, there is too much on it.
 - You want the audience to grasp the content quickly, then turn their attention to what you are saying about it.
 - Put nothing on the visual that you do not need and keep it on as long as your talk refers to it.

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Presentation Preparation

- Rehearse your presentation with your private Audience
 - Professional actors and politicians rehearse important speeches -- so should you!
- Check on the time for the presentation
 - Adjust accordingly based on the total time you are given
 - Leave a few minutes for question and answer session
- Feedback from your rehearsal audience
 - The overall impression and timing
 - The overall flow of the ideas
 - The language you used for the presentation

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Presentation Preparation

- Potential feedback and improvements after rehearsal
 - Easy to understand and follow with your presentation pace?
 - Are you in constant eye contact with the audience?
 - Throwing out new ideas too quickly -- the audience will be at loss.
 - Moving too slowly -- unable to maintain high-level interest.
 - When no audience is available, audio/video recording and listening to/watching yourself may also give you valuable pointers
 - The way you think you sound may not actually be the way you sound!
- It is suggested to rehearse at least twice!

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Speaking at the Presentation

- **Speak Up!**
 - Address the microphone if recommended by your moderator.
 - Speak distinctly and don't rush your words.
 - Above all, you must be heard, and those in the rear rows do want to hear you!
- **Be Enthusiastic!**
 - Your enthusiasm is infectious!
 - Putting across the excitement that your paper should generate is the best way to make the audience catch fire.
 - If you let the audience see and hear your enthusiasm for the subject, they'll pick up on it and stay with you. Let them share your excitement!

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Presenting Research Results

- **Keep your presentation simple and intuitive!**
 - Your audience came to be enlightened, not confused
 - Technical content can be heavy at times; the presenter needs to make it live!
 - Your audience wanted to learn the major results, not to relive every step of the research.
 - Avoid long mathematical developments: present in words only the highlights and the logical basis of your proof, then show the results and interpret them fully.
 - The research took months -- or years -- but what counts is the substance and significance of the end result.

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Language Usage at the Presentation

- **Use of Language and Technical Terms**
 - Use of very specialized terms and acronyms should be minimized
 - Specialized terms and acronyms should be carefully explained to the audience before first use
 - Explanation of technical details should be understood by anyone in the general research area, not a specialist in the area
 - Use of spoken words are encouraged; written words are used in the paper, not at the presentation

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Overall Flow of Your Presentation

- **Outline, Present, and Summarize**
 - The written word is permanent, and each of us reads and re-reads it at his own pace. The spoken word is transient and the speaker sets the pace.
 - Your audience needs time to absorb each thought and cannot review what you just said without missing what you are about to say.
 - Give your listeners a chance to keep up and reinforce your message by reviewing it with them.
 - Begin with a brief introductory summary of your paper that places your work in the context of **familiar** material.
 - Then go through the each visuals in a reasonable pace, allowing breaks for audience to digest.
 - Finally, in the last couple of minutes, summarize again, in terms of your conclusions and plans for future research.

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Format: Informal and Relaxed

- **Avoid reading the prepared written papers!**
 - Speaking with informal language and relaxed mood
 - Be confident on your presentation
- **Preparing a notes, not a research report!**
 - Notes with phrases, not sentences
 - Key points only, not details to each word
- **Notes are not necessary, but will be helpful for inexperienced speakers**
- **Adjusting the words if your use of technical terms causes confusion**

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Completing Your Presentation

- **Acknowledge those who have helped your research**
- **Acknowledge the funding agencies if the project is a funded research**
- **Key reference paper may be cited either in the middle of the presentation, or at the end of the presentation**
- **Thank the audience for listening to your presentation**
- **Asking for questions and comments at the end of the presentation**
- **If desired, list your contact information in case further questions arise after the talk**

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