# Presentation Logistics

# Project Presentations

Starts next week:

- Monday 6pm-8pm BA1210
- Thursday 6pm-8pm BA1200

# Presentation Schedule

- Schedule will be released Monday at 6pm
- Everyone must be ready to present by Monday

Please **email me** if you or your group has a legitimate conflict with one of those times

# Time Limit

- Time limit of 6 minutes
- To ensure proper timing, your presentation slides must be set up to advance autoamtically without human intervention
- The only exception is if you are running a live demo
- **Improper setup or presentations that run over time will result in a 10% penalty**

# Slides

- Due April 1st, 3pm
- Submit the **MS PowerPoint** slides on Quercus
- Unless you are running a live demo, I will run the presentation from my laptop

# Content

- Goal and Motivation: why are you interested in the project?
- Overall Software Structure: what are the components of your software?
- Machine Learning Model: what is your model architecture?
- Results of Training: what were your results? how "good" are they?
- Demonstration: what is an appropriate
- Key Learnings: what would you do differently?

# Presentation Skills

# Presentation Planning

SMCR Model of Communication:

- **Goal** What are you trying to accomplish?
- **Receiver** / Audience: Who are you trying to communicate with?
- **Channel** / Medium : What does the medium communicate about the message?
- **Message**: What are you trying to communicate?
- **Sender** / Yourself: How well do you understand the message, audience, medium?

# Audience

- Who are they? What do they already know?
- Why should they listen to you? What's in it for them?
- What would be most useful to them?
- Do they want to know in-depth details, or just the high level information?

# Medium

- Will you use slides? Demos? Handouts?
- What purpose will they serve?
- Will you use a microphone?
- What about the delivery?

# Message

- ▶ What order should you communicate the message?
- ▶ What is the structure of the presentation?
- ▶ What information do you include?
- ▶ What information should you exclude?

# Presenter

- ▶ Know the critical facts!
- ▶ Become an expert in your topic.
- ▶ Choose reputable sources, and cite them.

# Slides

- Keep it simple and focused
- No excessive:
    - words
    - colours
    - images
- Presentation slides do not have to be standalone!

# Presentation Slides vs Slides for Teaching

- I try to make my slides for courses somewhat standalone
- My slides are going to be wordier than yours
- Your presentation slides do not have to be standalone

# Slide Readability

- All text should be readable from the back of the room, including text in figures
- San Serif fonts are easier to read on a screen
- TEXT IN ALL CAPTIALS ARE HARDER TO READ
- Be consistent with font size, styles, layout

# Slide Information

Try not to keep irrelevant slide or information on screen if you moved on.

# Slide Font Size

- Make sure your font size is big enough for the presentation medium
- When in doubt, use a bigger font
- Fonts in figures should be large enough too!

# Delivery: Body Language

- Upright, open posture, facing the audience.
- Don't stand in front of your slides.
- Movement when you want the audience to focus on you, stillness when you want the audience to focus on your slide

# Eye contact

- Choose several "spot" in the audience.
- Establish eye contact for several seconds.
- Move on to the next "spot".
- Look at the whole audience – not just the graders

# When Team Members are Presenting. . .

- ► Don't look bored
- ► Don't look distracted
- ► Don't distracted the presenter

# Cadence

- Speak slowly and clearly.
- Reword your sentences to be concise.
- Vary your pace. "Vocal Variety"
- Use appropriate length pauses.

# Volume

- You should be audible from the back of the room too!
- It is always better to be too loud than too quiet.

# Practice!

For a short presentation, every word and every pause should be rehearsed.

Practice until you sound spontaneous.

# Nervous?

- The audience wants you to succeed.
- Practice, practice, practice!
- Know your opening.
- Deep breaths.
- Drink water.

# Presenting as a Group

Make sure that your presentation is coherent.

- ▶ Make adjustments after you rehearse together.
- ▶ Figure out how to transition from one person to the next.
- ▶ Familiarize yourself with all parts of the presentation.