Class 26

- Discussion of In-class part of Exam
- Discussion of Project Paper requirements
- Discussion of Project Presentation requirements

Project Paper

- Papers will be at most *six* pages and should discuss
  - Motivation for the project
  - Background, if needed
  - Contribution of the project
  - Description of what you did
  - Evaluation
- Optionally, you may attach a two-page appendix (for screen dumps, proofs, etc.)

Project Paper

- Format your paper according to the ACM Proceedings guidelines—Option 1: LaTeX2e
  http://www.acm.org/sigs/publications/proceedings-templates

- On November 24, at the beginning of class, submit your paper, with the cover sheet

Project Presentations

December 1		December 3	
KACB 1116E		**KACB 1456**	
P1	4:40 – 5:00	P6	4:40 – 5:00
P2	5:05 – 5:25	P7	5:05 – 5:25
P3	5:30 – 5:50	*BR*	*5:25 – 5:40*
BR	*5:50 – 6:05*	**KACB 1116E**	
P4	6:05 – 6:25	P8	5:45 – 6:05
P5	6:30 – 6:50	P9	6:10 – 6:30

Project Presentations

Format

- 15 min for presentation (should be split among members of group).
- You will be timed and will have to stop after 15 minutes, regardless of whether or not you are finished; so plan well
- 5 minutes for questions; all should ask questions during the period
- Use your laptop or mine; need to try beforehand. If you waste time getting set up, you won't get extra.
- All students will evaluate themselves and all others.

Making Good Presentations

- Making GOOD presentations essential for
  - Explaining your work to others (15 sec, 1 min, 3 min, 25 min)
  - Advertising your work (3 min mad, lab talks, industry visits)
  - Selling your work to funding agencies, managers
  - Interviewing for jobs
  - Interacting with other researchers
  - Etc

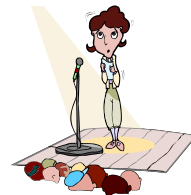- Cannot avoid giving talks, so get started now---become an expert!!
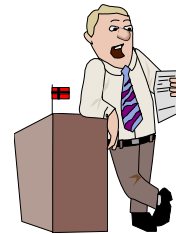
Preparation

- Get a notebook or start a file with information about giving talks—you'll need it later
- Read on-line information about giving talks—class websites gives some useful ones
- Watch and learn from others' presentations—record in your notebook
- Give as many talks as you can in graduate school
- Commit to becoming an excellent speaker!!

Making Good Presentations

- Public speaking #1 human fear (most speakers are nervous even after many years of practice)

- Poor presentations common in scientific community (scientists get lazy, confident, busy, careless)

Preparing Your Talk

1. Assess your audience

2. Determine how you fit into the program

3. Prepare the content, slides

4. Practice, practice, practice!!

Prepare Content

Content
- Purpose
  - To inform
  - To interest audience in your work
- Depth and scope
  - Determined by audience, type of forum, etc.
  - Don't try to cover too much
- Excitement, attention---related to your excitement, enthusiasm for the work
- Clarity---dependent on organization, logical structure, language

Prepare Slides

- Time
  - Spend 2 minutes per slide on average
  - Keep within time constraints given for talk (a MUST)
  - Prepare ending that can be used anywhere
- Format
  - Be able to put your slides on the floor, stand up, and read the slides (min 18pt)
  - Use short phrases instead of complete sentences
  - Use colors, fonts wisely
  - Use pictures, diagrams, etc whenever possible

The Talk (cont'd)

- Script
  - Prepare a script of what you'll say
  - Use it for practice
  - Keep it handy in case you need it
- Dress
  - Appearance does count
  - Avoid extremes
- AV, Special Requirements

Content

- Introduction: what is problem, why is it important, what haven't others done, what have you done
- Outline: give outline of rest of talk (optional)
- Your work: main description of project, algorithm, experiment, findings, etc.
- Conclusions and future work: summarize contributions, what else can be done now that your project is complete

Finally

- Practice by yourself to get timings
- Practice with a group to get feedback
- Video tape your talk to see how you look, stand, appear, etc.
- Practice in front of a mirror to see how you look, stand, appear, etc.
- Check the environment for the talk beforehand and make sure you're comfortable; if not make changes
- Practice at the location where you'll give the talk
- Enjoy!! Others are anxious to hear what you have to say