* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
* Presentation is a major part of all technical activities.
* Presentation is a major part of all technical activities.
* The work you are presenting may be of high quality, but it needs to be presented properly for the audience to grasp the main points.
* Presentation is a major part of all technical activities.
* The work you are presenting may be of high quality, but it needs to be presented properly for the audience to grasp the main points.
* Presentation skills improve with experience, but effort is equally important.
Introduction

* Presentation is a major part of all technical activities.
* The work you are presenting may be of high quality, but it needs to be presented properly for the audience to grasp the main points.
* Presentation skills improve with experience, but effort is equally important.
* We will cover some good practices which can help in making an effective presentation.
* introduction
* **timing**
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
* It is very important to observe the announced duration for your talk.
* It is very important to observe the announced duration for your talk.
* Rehearse your presentation with your friends or even alone, and estimate the total time.
* It is very important to observe the announced duration for your talk.
* Rehearse your presentation with your friends or even alone, and estimate the total time.
* If you exceed the duration substantially, you will need to drop a few slides or keep them “in reserve” (in case there are questions related to those).
Timing

* It is very important to observe the announced duration for your talk.

* Rehearse your presentation with your friends or even alone, and estimate the total time.

* If you exceed the duration substantially, you will need to drop a few slides or keep them “in reserve” (in case there are questions related to those).

* Do not linger over the outline slide for too long; do not elaborate on the different points at this stage.
* Load your presentation well in advance, and make sure it shows up as you intended.
* Load your presentation well in advance, and make sure it shows up as you intended.

* Arrange for a laser pointer before your talk begins.
Load your presentation well in advance, and make sure it shows up as you intended.

Arrange for a laser pointer before your talk begins.

Make sure chalks/marker pens and duster are in place before your talk begins.
Timing: practical tips

* Load your presentation well in advance, and make sure it shows up as you intended.
* Arrange for a laser pointer before your talk begins.
* Make sure chalks/marker pens and duster are in place before your talk begins.
* Make sure that the seminar room/hall has been booked for your talk.
Timing: practical tips

* Load your presentation well in advance, and make sure it shows up as you intended.
* Arrange for a laser pointer before your talk begins.
* Make sure chalks/marker pens and duster are in place before your talk begins.
* Make sure that the seminar room/hall has been booked for your talk.
* Course/thesis presentations: Collect the required grade forms from EE office in advance and fill up your name, roll number, and other details.
* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Organisation of material

Show the outline of your talk in the beginning so that the audience gets a quick overview.

It is useful to show slide numbers, e.g., 12/28 (12th slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.

The material on a given slide should not be too much or too little. Typically, 30 sec to 2 min is appropriate.

A picture is worth a thousand words. The same applies to a video clip or an audio clip (when suitable).

Do not be too verbose in your slides. Do not write paragraphs!

Itemise when possible; however, make sure that the items do have a common thread (that is why you are listing them together).

M. B. Patil, IIT Bombay
Organisation of material

* Show the outline of your talk in the beginning so that the audience gets a quick overview.
Organisation of material

* Show the outline of your talk in the beginning so that the audience gets a quick overview.

* It is useful to show slide numbers, e.g., 12/28 (12\textsuperscript{th} slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.
Organisation of material

* Show the outline of your talk in the beginning so that the audience gets a quick overview.

* It is useful to show slide numbers, e.g., 12/28 (12\textsuperscript{th} slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.

* The material on a given slide should not be too much or too little. Typically, 30 sec to 2 min is appropriate.
Organisation of material

* Show the outline of your talk in the beginning so that the audience gets a quick overview.

* It is useful to show slide numbers, e.g., 12/28 (12th slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.

* The material on a given slide should not be too much or too little. Typically, 30 sec to 2 min is appropriate.

* A picture is worth a thousand words. The same applies to a video clip or an audio clip (when suitable).
* Show the outline of your talk in the beginning so that the audience gets a quick overview.

* It is useful to show slide numbers, e.g., 12/28 (12th slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.

* The material on a given slide should not be too much or too little. Typically, 30 sec to 2 min is appropriate.

* A picture is worth a thousand words. The same applies to a video clip or an audio clip (when suitable).

* Do not be too verbose in your slides. Do not write paragraphs!
* Show the outline of your talk in the beginning so that the audience gets a quick overview.

* It is useful to show slide numbers, e.g., 12/28 (12th slide out of 28). In an evaluation scenario, it helps the examiners to monitor the progress of the presentation.

* The material on a given slide should not be too much or too little. Typically, 30 sec to 2 min is appropriate.

* A picture is worth a thousand words. The same applies to a video clip or an audio clip (when suitable).

* Do not be too verbose in your slides. Do not write paragraphs!

* Itemise when possible; however, make sure that the items do have a common thread (that is why you are listing them together).
Organisation of material

* Do not go back and forth in your presentation. It is a sign of poor organisation.

* Do not expect the audience to relate to a graph or an equation you showed five slides earlier.

* Instead, include the equation or the plot in the current slide again for ready reference.

* Include a “conclusions” slide to highlight the main points of your talk (and “future work” if relevant).

M. B. Patil, IIT Bombay
* Do not go back and forth in your presentation. It is a sign of poor organisation.
* Do not go back and forth in your presentation. It is a sign of poor organisation.

* Do not expect the audience to relate to a graph or an equation you showed five slides earlier.
* Do not go back and forth in your presentation. It is a sign of poor organisation.

* Do not expect the audience to relate to a graph or an equation you showed five slides earlier.

* Instead, include the equation or the plot in the current slide again for ready reference.
* Do not go back and forth in your presentation. It is a sign of poor organisation.
* Do not expect the audience to relate to a graph or an equation you showed five slides earlier.
* Instead, include the equation or the plot in the current slide again for ready reference.
* Include a “conclusions” slide to highlight the main points of your talk (and “future work” if relevant).
* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Delivery

* Face the audience most of the time. It will also help you to know if your talk is being understood.

* Do not learn your presentation by heart! You will never get anything across if you do that.

* Use a pointer; do not point with your finger.

* Make sure you are not blocking anyone's view.

* Do not be too verbose. For the audience, it is easier to connect what you are saying with something displayed on the slide.

* If you are presenting your talk as part of an evaluation, you are expected to answer most of the questions. If you do not have an answer for a specific question, it is best to admit it and proceed (rather than beating around the bush).

* If there is a question from the audience which is discussed in upcoming slides, mention that the topic would be covered later, and proceed further.

* When there is a question from the audience, it is a good idea to repeat it (before you answer) for the benefit of those who were unable to hear the question.

M. B. Patil, IIT Bombay
* Face the audience most of the time. It will also help you to know if your talk is being understood.
* Face the audience most of the time. It will also help you to know if your talk is being understood.

* Do not learn your presentation by heart! You will never get anything across if you do that.
Delivery

* Face the audience most of the time. It will also help you to know if your talk is being understood.
* Do not learn your presentation by heart! You will never get anything across if you do that.
* Use a pointer; do not point with your finger.
* Face the audience most of the time. It will also help you to know if your talk is being understood.
* Do not learn your presentation by heart! You will never get anything across if you do that.
* Use a pointer; do not point with your finger.
* Make sure you are not blocking anyone's view.
* Face the audience most of the time. It will also help you to know if your talk is being understood.
* Do not learn your presentation by heart! You will never get anything across if you do that.
* Use a pointer; do not point with your finger.
* Make sure you are not blocking anyone's view.
* Do not be too verbose. For the audience, it is easier to connect what you are saying with something displayed on the slide.
* Face the audience most of the time. It will also help you to know if your talk is being understood.

* Do not learn your presentation by heart! You will never get anything across if you do that.

* Use a pointer; do not point with your finger.

* Make sure you are not blocking anyone’s view.

* Do not be too verbose. For the audience, it is easier to connect what you are saying with something displayed on the slide.

* If you are presenting your talk as part of an evaluation, you are expected to answer most of the questions. If you do not have an answer for a specific question, it is best to admit it and proceed (rather than beating around the bush).
* Face the audience most of the time. It will also help you to know if your talk is being understood.

* Do not learn your presentation by heart! You will never get anything across if you do that.

* Use a pointer; do not point with your finger.

* Make sure you are not blocking anyone’s view.

* Do not be too verbose. For the audience, it is easier to connect what you are saying with something displayed on the slide.

* If you are presenting your talk as part of an evaluation, you are expected to answer most of the questions. If you do not have an answer for a specific question, it is best to admit it and proceed (rather than beating around the bush).

* If there is a question from the audience which is discussed in upcoming slides, mention that the topic would be covered later, and proceed further.
* Face the audience most of the time. It will also help you to know if your talk is being understood.

* Do not learn your presentation by heart! You will never get anything across if you do that.

* Use a pointer; do not point with your finger.

* Make sure you are not blocking anyone’s view.

* Do not be too verbose. For the audience, it is easier to connect what you are saying with something displayed on the slide.

* If you are presenting your talk as part of an evaluation, you are expected to answer most of the questions. If you do not have an answer for a specific question, it is best to admit it and proceed (rather than beating around the bush).

* If there is a question from the audience which is discussed in upcoming slides, mention that the topic would be covered later, and proceed further.

* When there is a question from the audience, it is a good idea to repeat it (before you answer) for the benefit of those who were unable to hear the question.
Outline

* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Do not use background which is distracting.

Make sure that your text, equations, labels, etc. are easy to view against the slide background.

Sometimes, it is useful to make text (or any other objects) appear one by one on the same slide.

Use animation only when required and not because the tool makes it available to you.

Use a font size which would be visible from the last row in the room.

M. B. Patil, IIT Bombay
* Do not use background which is distracting.
* Do not use background which is distracting.

* Make sure that your text, equations, labels, etc. are easy to view against the slide background.
* Do not use background which is distracting.

* Make sure that your text, equations, labels, etc. are easy to view against the slide background.

* Sometimes, it is useful to make text (or any other objects) appear one by one on the same slide.
* Do not use background which is distracting.

* Make sure that your text, equations, labels, etc. are easy to view against the slide background.

* Sometimes, it is useful to make text (or any other objects) appear one by one on the same slide.

* Use animation only when required and not because the tool makes it available to you.
* Do not use background which is distracting.
* Make sure that your text, equations, labels, etc. are easy to view against the slide background.
* Sometimes, it is useful to make text (or any other objects) appear one by one on the same slide.
* Use animation only when required and not because the tool makes it available to you.
* Use a font size which would be visible from the last row in the room.
* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Slides: Tools for preparation of presentations

- Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

- Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TikZ together with Beamer

- Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
  - Smart structures
  - Zoom reveal
  - Free movement

M. B. Patil, IIT Bombay
* Power point: you get what you see (but not on all PCs!)

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TikZ together with Beamer

* Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
  - Smart structures
  - Zoom reveal
  - Free movement
* Power point: you get what you see (but not on all PCs!)
  - easy to use
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TicZ together with Beamer
* **Power point**: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* **Beamer**: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TikZ together with Beamer

* **Prezi**: [https://prezi.com](https://prezi.com)
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TicZ together with Beamer

* Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TicZ together with Beamer

* Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
  - Smart structures
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TicZ together with Beamer

* Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
  - Smart structures
  - Zoom reveal
* Power point: you get what you see (but not on all PCs!)
  - easy to use
  - placement of figures/pictures is easy
  - entering equations requires significant effort

* Beamer: needs compiling
  - relatively steep learning curve, but easy to pick up for those who already know Latex
  - placement of figures/pictures needs some planning
  - entering equations is easy
  - easy to use TicZ together with Beamer

* Prezi: https://prezi.com
  - lets you organize and view your presentation as a whole.
  - Smart structures
  - Zoom reveal
  - Free movement
Outline

* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* **figures**
* credits
* green practices
Figures

* Use a font size which is visible from the last row of the room, but not too large to be distracting.
* Use a symbol size and type such that the symbols can be easily made out but not much bigger than that.
* Show the data points with symbols only if really required. It is often sufficient to connect them with straight line segments and not show the symbols.
* If the data points have "noise," it may be a good idea to show them with symbols. If a specific trend is to be shown, you can use the smoothing option offered by plotting packages and show the resulting curve in addition to the symbols.

M. B. Patil, IIT Bombay
* Use a font size which is visible from the last row of the room, but not too large to be distracting.
* Use a font size which is visible from the last row of the room, but not too large to be distracting.

* Use a symbol size and type such that the symbols can be easily made out but not much bigger than that.
* Use a font size which is visible from the last row of the room, but not too large to be distracting.
* Use a symbol size and type such that the symbols can be easily made out but not much bigger than that.
* Show the data points with symbols only if really required. It is often sufficient to connect them with straight line segments and not show the symbols.
* Use a font size which is visible from the last row of the room, but not too large to be distracting.

* Use a symbol size and type such that the symbols can be easily made out but not much bigger than that.

* Show the data points with symbols only if really required. It is often sufficient to connect them with straight line segments and not show the symbols.

* If the data points have “noise,” it may be a good idea to show them with symbols. If a specific trend is to be shown, you can use the smoothing option offered by plotting packages and show the resulting curve in addition to the symbols.
Figures

Remember to label all axes (including units).

If you want to compare two plots, put them on the same slide as far as possible.

If some text appears against coloured background, choose the text and background colours such that the text can be clearly seen.

Do not use colours in your plots which are difficult to make out, e.g., light yellow against a white background.

If you want to resize a figure or a picture, scale it in the x and y directions by the same factor. Otherwise, letters get distorted, circles become ellipses, etc.
* Remember to label all axes (including units).
* Remember to label all axes (including units).
* If you want to compare two plots, put them on the same slide as far as possible.
* Remember to label all axes (including units).
* If you want to compare two plots, put them on the same slide as far as possible.
* If some text appears against coloured background, choose the text and background colours such that the text can be clearly seen.
* Remember to label all axes (including units).
* If you want to compare two plots, put them on the same slide as far as possible.
* If some text appears against coloured background, choose the text and background colours such that the text can be clearly seen.
* Do not use colours in your plots which are difficult to make out, e.g., light yellow against a white background.
* Remember to label all axes (including units).
* If you want to compare two plots, put them on the same slide as far as possible.
* If some text appears against coloured background, choose the text and background colours such that the text can be clearly seen.
* Do not use colours in your plots which are difficult to make out, e.g., light yellow against a white background.
* If you want to resize a figure or a picture, scale it in the $x$ and $y$ directions by the same factor. Otherwise, letters get distorted, circles become ellipses, etc.
Outline

* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Credits

Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.

If you are presenting new results, bring out your own contributions clearly.

You must include references whenever appropriate. If you do not, it amounts to plagiarism.

A reference could be a complete citation or an abbreviated form if there is not enough space on the slide. e.g., N. Ramesh et al, IEEE TED, 2000.

You cannot take slides from another source and present them as your own. Obvious, but worth stressing.

M. B. Patil, IIT Bombay
* Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.
* Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.

* If you are presenting new results, bring out your own contributions clearly.
* Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.

* If you are presenting new results, bring out your own contributions clearly.

* You must include references whenever appropriate. If you do not, it amounts to plagiarism.
* Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.

* If you are presenting new results, bring out your own contributions clearly.

* You must include references whenever appropriate. If you do not, it amounts to plagiarism.

* A reference could be a complete citation or an abbreviated form if there is not enough space on the slide. e.g., N. Ramesh et al, IEEE TED, 2000.
* Remember to acknowledge co-workers either in the title slide or in a slide just after the title slide or in a slide after conclusions.

* If you are presenting new results, bring out your own contributions clearly.

* You must include references whenever appropriate. If you do not, it amounts to plagiarism.

* A reference could be a complete citation or an abbreviated form if there is not enough space on the slide. e.g., N. Ramesh et al, IEEE TED, 2000.

* You cannot take slides from another source and present them as your own. Obvious, but worth stressing.
* introduction
* timing
* organisation of material
* delivery
* slide appearance
* tools for preparing presentations
* figures
* credits
* green practices
Green practices

If you use a marker pen, replace the cap when you are not actually writing. Otherwise, the ink evaporates, and the pen needs to be discarded or refilled.

If tea/coffee is served during your presentation, the speaker is also welcome to take it. However, if you are not planning to consume it, save one cup of tea by informing the attendant.

If your project involves code which you would like to show to the examiners, use the projector; do not print.

M. B. Patil, IIT Bombay
Green practices

* If you use a marker pen, replace the cap when you are not actually writing. Otherwise, the ink evaporates, and the pen needs to be discarded or refilled.

If tea/coffee is served during your presentation, the speaker is also welcome to take it. However, if you are not planning to consume it, save one cup of tea by informing the attendant.

If your project involves code which you would like to show to the examiners, use the projector; do not print.
Green practices

* If you use a marker pen, replace the cap when you are not actually writing. Otherwise, the ink evaporates, and the pen needs to be discarded or refilled.

* If tea/coffee is served during your presentation, the speaker is also welcome to take it. However, if you are not planning to consume it, save one cup of tea by informing the attendant.
Green practices

* If you use a marker pen, replace the cap when you are not actually writing. Otherwise, the ink evaporates, and the pen needs to be discarded or refilled.

* If tea/coffee is served during your presentation, the speaker is also welcome to take it. However, if you are not planning to consume it, save one cup of tea by informing the attendant.

* If your project involves code which you would like to show to the examiners, use the projector; do not print.