

COMP 7210: Presentation Specifications

March 6–22

Objective: Give a presentation on your thesis proposal.

Detailed Instructions:

1. Your presentation should be 25 minutes in length. **Do not go over time.**
2. You will have five minutes for questions after your presentation.
3. Attendance at all presentations is required. Each member of the audience will fill out a form for each presenter to give them helpful feedback on their presenting skills.
4. You should expect to have to practice your talk at least once (not necessarily in front of an audience) so that you can gauge how long the talk is and ensure that it is understandable and organized.
5. You should present the contents of your thesis proposal, with some modifications.
 - You should have introductory and motivational material, to explain your work.
 - You should cover any background information that is absolutely essential to your presentation. If it is not essential, do not include it.
 - You do not need an separate, explicit discussion of related work. If your work is strongly based on another work, then discuss that work. But you should not go through all related work as in your proposal.
 - Have a clear problem statement.
 - Discuss your solution methodology and potential evaluation.
 - Include a brief conclusion.
 - Consider your audience: you should aim to make the presentation understandable to all other students in the class.
6. Ensure that you have proper slides:
 - Your slides should not be excessively cluttered. Make sure you don't have too much information on each slide.

- On a related note, do not plan on simply reading each of your slides. Your slides should highlight what you plan to say. They should not be a script.
- You should not expect to be able to cover more than 25 slides in your allotted time, no matter how sparse they are. A good goal would be 20 slides.
- You can prepare basic slides in LaTeX using the `slides` package. More sophisticated slides can be made using the `beamer` or `prosper` packages.
- You should submit your slides to me as a PDF file before your presentation.