

# PRESENTATION GUIDELINES

## Introductory guidelines

The following guidelines and forms will be helpful as you prepare for your oral presentation at the conference. Please note the list of audio-visual equipment will be available for your use at the conference.

1. Good visual aids can greatly enhance the effect your presentation has on the audience.
2. Experience at past conferences has shown that many of the oral presentations have not been adequately prepared.
3. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold the attention of the audience, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.
4. Most sessions run 90 minutes without a break and typically include four papers. Unless otherwise noted, this allows for introductions and then 20 minutes per paper, of which about 5 minutes should be reserved for audience questions and comments.
5. REMEMBER, your entire paper is published in the Proceedings and on the CD-ROM.
6. Your objective in the oral presentation should be to describe the highlights of your paper in comparison to the previous, progress since the paper was written, and future plans.
7. DO NOT try to present the paper in its entirety, and do not read it!
8. Do not delve on the previous works most of the short time given you for presentation.
9. Avoid attempting to teach the subject at the time of presentation. This tendency is invariably noticed among the students pursuing higher studies.
10. The author should project and highlight the innovations, deviations, originalities, inventions, new concepts as the case may be at the time of presentation.

## Things to avoid

- Authoritative gestures is a great way to illustrate what you are saying and make the paper more lively, but avoid air quotes with your fingers and mannerisms.
- Don't read long passages out of the text of reference, if we, your listeners, need to be reminded of the text, instead, include it in a handout. This is especially important if you are arguing about a particular reading or a fine point of interpretation and please make sure that your handouts make sense.

- **Avoid making a big deal out of the fact that this paper is a part of a larger research project. This is the case for just about every paper.**
- **If your paper is so broad that further arguments are needed, narrow the focus of the paper. The time to mention the fact that you have more to say is when someone asks for more info in the Q&A session.**
- **Only present in English . Avoid sprinkling of alien words of other languages at the time of presentation.**

## **GUIDE LINES ON PREPARATION OF PRESENTATION**

### **BASIC ORGANIZATION**

**The most significant constraint facing the speaker is the time limit for presentation. As described above, presentations are nominally allotted 20 minutes unless otherwise noted.**

**This time limit also restricts the number of concepts or major technical points that can be made by the speaker and absorbed by the audience.**

- 1. As a guideline, it is suggested that a presentation cover no more than 10 technical points. Logically linked by the theme of the paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material.**
- 2. Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of a paper by focusing on the most significant information.**

### **VISUAL AIDS**

**1.The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should plan for overhead slides or VIEWING FRAMES(Power point slides) for each of the 10 technical points to be presented. All rooms will be set up for overhead computer projected presentations.**

**2.Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and provide cues for the speaker. The speaker should plan to speak about all of the material on a slide (or it shouldn't be there) before amplifying a single item.**

**3.In general, include no more than six supporting concepts on each slide presenting one technical point. If there are more, simply select the most pertinent. Remember once again, visual aids are not a complete reconstruction of the manuscript. The full story appears in the Proceedings and visual aids are only attention-focusing cues for the most interesting highlights.**

## **TIMING**

1. A speaker can expect to speak about SIX sentences per slide, which normally runs about 120 words or 1 to 1.5 spoken minutes. Since a speaker will have ten slides, the basic presentation will run ten minutes. This allows 5-10 minutes to title, identify, and summarize the basic material, recognizing that audience receptiveness peaks at the beginning and conclusion of each talk. Therefore, a total of 15-20 slides will be more than adequate normally.

## **SPEAKER ATTITUDE AND SPONTANEITY**

1. The primary advantage for the speaker who organizes the presentation in this manner is that he/she can approach the audience with the assurance that he/she can easily and effectively present the salient points in her paper. Since the speaker is cued by his slides, and since he certainly can speak to any of the technical points he has selected for at least one minute, the speaker no longer needs a written speech or even prepared notes. Thus, a measure of spontaneity can enter the technical presentations. Coming well prepared makes things go much easier.

## **DEVIATIONS FROM GUIDELINES**

The Session Chairperson makes the final decisions regarding timing of presentations, subject to the constraint that all papers in the session must be completed within the time allotted. Any deviations from these guidelines should be approved by the Chair. If the time allotted by the session chair is increased, your preparation can be scaled up accordingly.

## **Best paper and bad presentation.**

- Invariably , a person who has contributed the best paper , may not get the weightage and recognition that the paper has deserved for the simple reason that the author has failed to provide the presentation within the frame work of guidelines. They come unprepared and unfocussed with inadequate presentation and assuming for oneself that the paper had deserved the merit as the best paper.
- Make sure your paper is obvious and has a point to it.

## **The merit of a Power point presentation.**

A good presentation can give a great first impression! Here are 10 important things to be aware of during your presentation:

- 1. Reading the text on the slides** Whatever the reason, make sure you don't literally read what's on the slide. Doing that will eliminate the need for the slides to be there in the first place.
- 2. Speaking towards the screen** . When you read what's on the slides you have to turn your head towards the screen our voice in the wrong direction, causing it to sound muffled. While projecting your voice towards the audience they will also be able to see the expression on your face, making it easier for them to understand and stay focused.
- 3. Skipping seemingly uninteresting slides** It's important to have the right timing for your presentation. Decide on priori the significance of each slide to conserve time lest your audience forms the impression you didn't have enough time to prepare.
- 4. Hurrying through slides without explanation** The thorough preparation enables you to allocate right timing to each slide. This will also prevent you from having to rush trough slides by only explaining them half. The slides should vividly support your words.
- 5. Showing too much text on the slides** This might be the most important thing to avoid during a presentation, and also the mistake people make the most. Make sure your slides are illustrations for what you have to say. Don't put the actual information on them. If you expect people to read what's there don't blame them for not listening to you.
- 6. Using small or fancy fonts** The bad practice is to reducing the font size to fit more text on a slide. Also be aware of the readability of your text. Using fancy fonts may make your slides look nicer, but can you still read them in the back of the room?
- 7. Spelling mistakes** Avoid spelling mistakes .
- 8. Reading everything from your notes** Don't read the information from the slides, but also try not to read everything from your notes. Try to stay in eye contact with your audience. If you know what you're talking about a short list with keywords should be enough to keep your presentation going.
- 9. Starting without a clear opening** Especially when you're talking about a certain subject for the first time, it's important for your audience to know what you are talking about. So avoid plunging right in to your subject , take your time to introduce the subject and your motivation to talk about it.
- 10. Using complex graphics, charts or screen shots** If there's a real need to show complex graphics and charts you could print them and hand them out on paper. Putting them on a slide will probably not make things clearer as they will be difficult to read and there will not be enough time to analyze and understand them. Only show the results, and just explain how you came to them.