

# Talk in Gregynog

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# Marking of Interim Documents

Department aims for

Wednesday, 9.1.2013

for all documents marked.

# Organization (Bob Laramee)

see <http://cs.swan.ac.uk/~csbob/teaching/gregynog/laramee12gregynog.pdf>

## Monday 21st January, 2013

09.00 Bus departs

12.00 Arrival at Gregynog & Check-in

...

## Wednesday 23rd January, 2013

08.00 - 09.00 Breakfast

10.00 Bus departs from Gregynog

14.00 Arrival at Swansea University

# Presentations (Tuesday, 22nd January)

- Staff & Students are allocated to streams (~ 2 staff, ~ 15 students).
- Students give their talk within their allocated stream.
- Student attend all talks of their allocated stream.
- Talk time: 15 min presentation, 5 min discussion.
- Computer (able to display .pdf) + projector available.

# Overview

How to make slides look good

How to organise a talk

The time issue

Designing a talk

And finally: The performance

# How to make slides look good

# Readability

Silly, you better use a huge font!

- **white** on white is just unreadable.
- Dark backgrounds look fancy only at first sight.

# Distractions on the margins

grandmother's shoe size

Christmas wish list

dog's name

best recipe



# Colour / different fonts

Life is dull without colour . . . .

. . . . however colour needs a meaning.

Clear colour / font scheme (about 3 or 4 'codes'), e.g.

- Headlines
- Emphasised words
- Footers
- Special items

Consequently applied throughout the talk.

# The 7 times 7 rule

No more than 7 lines of text,  
no more than 7 words per line.

## Where novels don't work

It was a bright cold day in April, and the clocks were striking thirteen. Winston Smith, his chin nuzzled into his breast in an effort to escape the vile wind, slipped quickly through the glass doors of Victory Mansions, though not quickly enough to prevent a swirl of gritty dust from entering along with him.

The hallway smelt of boiled cabbage and old rag mats. At one end of it a coloured poster, too large for indoor display, had been tacked to the wall. It depicted simply an enormous

# A Picture Says More Than A Thousand Words



# Change the way your slides look

- bla
- bla
- bla
- bla
- bla
- bla
- bla

# That's the same look again

- blu
- blu
- blu
- blu
- blu
- blu
- blu

# We can repeat this look

- blae
- blae
- blae
- blae
- blae
- blae
- blae

anyone still awake?



# Spelling errors

At a tme  
were we have spellchekers availabel  
speling errors  
rely  
ar cumbersome.

# How to organise a talk

# Basic Structure

- Title slide
- Motivation (if appropriate)
- Table of contents
- 3 – 4 Chapters
- Summary
- Future Work (if appropriate)

# Title slide

What you should put on it . . .

Catching Title – BIG!!!

Your Name – smaller

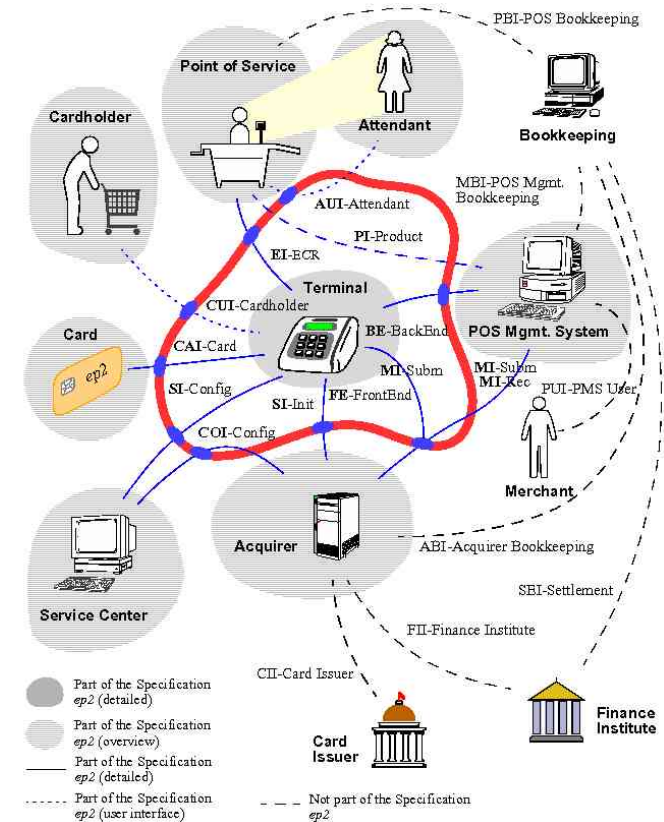
The Occasion – normal size

And really really really nothing more!

# Motivation

That's the place to state the initial problem – if helpful for the table of contents.

A picture is always a good start . . .



# Table of Contents

List your 3 or 4 chapters.

Have better names than just 'Introduction'.

Absolutely never, ever,  
under any circumstances  
whatsoever include **summary, conclusion, future work.**

# How to make clear the chapter structure

- Have a separation slide between chapters.
- Maybe: show the table of contents once more?

Apply the story teller's rule:

1. Say what you are going to do.
2. Do it.
3. Say what you have done.

# Summary/Conclusion

The last chance to sell your work!

But what the hell did you do?

Do you really think anyone remembers?

You better tell again the 3 or 4 points that you want to stick.



# Future work

Oh dear, that's hard to balance.

'too much future' work says: you did no **no work**.

'no future work' says: your topic has **no future**.

# The time issue

# A rule of thumb

Presentation of one slide  $\cong$  2 (3) minutes.

# Bring your own watch

- Make a time plan.
- Verify your plan by having a 'dress rehearsal'.
- Control time during the talk.
- Have prepared 'short-cuts'.
- 'Hidden' slides can provide background material.

# Everyone well be happy . . .

. . . should your talk finish under time.

Finishing too early: **No message to tell.**

Finishing too late: **Bad speaker.**

# Designing a talk

# Top down approach

1. Formulate your message in one sentence.  
*‘We have developed a complete axiomatic semantics for the CSP stable failures model’.*
2. Develop a ‘story line’ in 3 or 4 chapters for this message.
  - (a) *Why is it exciting to have a complete axiomatic semantics?*
  - (b) *What is CSP, and what is its stable failures model?*
  - (c) *Step 1: Transform CSP processes to a new Normal Form.*
  - (d) *Step 2: Axioms for this transformation.*
3. Apply 1. and 2. to the chapters to gain sections.
4. Write Summary and Future Work.

## And now the bottom up step

Check your design:

Do you really have a self-contained talk?

Probably not!

Too many details are missing :-)

Thus: back to round 1! Tell a lighter story.



# How about the individual slides?

Make a talk-plan for every slide!

Here is the slide	1-st item to say
	2-nd item to say
	...
	<i>n</i> -th item to say

Check:

1. Elements on the slide with nothing to say about?
2. Things you want to say without visual support?

# Slides support the talk

However, the talk is not what is written on the slides!

Slide provides some **Keywords**.

Speaker tells an **Exciting Story**.

**And finally: the performance**

# You will be nervous

That's part of the fun :-)

Be prepared for it:

- Learn the first few sentences by heart.
- Avoid pointers (?)
- Have “trial” runs.
- Have your “talk plan” prepared.

# Be grateful for every person in the audience

People take time to listen to you,  
although they could . . .

- Say “hello” in the beginning.
- Answer kindly any questions arising.
- Thank for the attention in the end.

# You are on stage

voice volume

body language

eye contact

# Stage-preparations

- Check the set-up.
- Remove obstacles (cables, chairs, tables, . . . ).
- Work out beforehand that your slides/programmes/tools run on the machine.

# Summary



# What we have looked at

- Design of solid and good-looking slides.
- Structure / Architecture of a presentation.
- Time management.
- Development model for presentations.
- Basic tips for performers.

**Good luck for your talks!**