Guidelines for Presentations

TECHNISCHE UNIVERSITÄT DARMSTADT

General hints

- Use the SPG latex template.
- Only in special cases Power Point slides are accepted (see rules below).
- Slides are supposed to support your presentation, i.e., use visual aids (figures, block diagrams, etc.) for illustration and intuitive explanation.
- Do not put too much content on a slide.
- Do not put anything on a slide that you cannot explain.
- Spell out abbreviations the first time you use them on the slides.
- Try to avoid abbreviations in the title of a slide.
- Restrict the number of slides to the time you have. Typically, one slide per minute is a good reference.
- Make sure to meet your presentation time exactly by practicing your presentation while taking the time. Your talk should neither exceed nor undershoot the given time.
- Run a spell check.
- Finally, doublecheck your slides with your supervisor before giving the rehearsal.

Structure

- Motivating your talk is crucial - if the audience does not see the importance of your talk, they will probably not listen. Use illustrations and figures - but also refer to them in you talk.
- Provide a short outline and try to build blocks of similar content (you can repeat the outline between blocks so that the audience can follow the progress of your talk).
- Presenting your work means that you want to show your ideas, approaches, results, etc. to the audience. Try to 'tell' a story meaning that you logically connect the blocks.
- If you have any contributions (especially important for final theses): Make sure to highlight them.
- Explain your setup before showing your results/experiments.
- Finally provide a short conclusion and (if possible) an outlook. A conclusion is **not** a summary. If you have nothing to conclude and just want to summarize your talk, call it 'summary'.

Formulas and equations

- All variables/parameters must be defined on the slides and introduced in your talk.
- Show only important equations/formulas and provide intuitive explanations - details can be found in papers/your thesis.
- Put a space between values and their units, e.g., $t = 3\ s$, not $t = 3s$ (you can also use the unit command from the SIunits package).
- Use the text command for descriptions in sub-/superscript, i.e., t_{max}. Otherwise, your description will be interpreted as multiplied variables ($m \cdot a \cdot x$).
- Only enumerate equations that you refer to later on in your talk.
- If you have estimates, put the 'hat' to the variable only, e.g., $\hat{x}_{\text{max}}$, not $x_{\hat{\text{max}}}$.

Figures and plots

- All axes need to be labeled. Make sure that font sizes are large enough to be legible also from the back row. Explain the axes before talking about the content of the figure.
- No need to put a caption below figures, but quote the source of images/figures from others.
- Be careful with colors (especially green and yellow are difficult to see on many beamers). Make use of different line styles and use a thickness of at least '2'.
- When showing plots of discrete processes or data, make sure that the markers are **not** connected.
- If you plot integer values (e.g. dimensions), make sure your axes do not show decimal number, e.g., 2.5.

Presentation style

- Speak loud and clearly (this expresses also confidence!).
- Speak to the audience, i.e., do **not** turn to the screen showing your back to the audience.
- Do not read out your slides, i.e., there's no need to write down what you say.
- Do not track the words you say with your laser pointer.

Using Microsoft Powerpoint or OpenOffice Impress

- There is no official SPG Power Point template ...
- ... so when you design your own, make sure that it looks the same as the latex template.
- Take special care of the font sizes and formulas (that's much easier with latex).
- Use consistent font sizes and colors throughout the presentation.
- Do not overanimate your presentation. It distracts from the actual content.
- Export your presentation as a pdf file (ppt/pptx files might not look as intended on another machine!).
- Check your slides for visual correctness with your supervisor on the presentation laptop.