

Student Symposium and Presentation Guidelines

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Symposium

- DATE: May 23, 2025 (Friday)
TIME: 09:00 – 18:30
ROOM: BW 0.32 in Gorlaeus building
 - Go to the course webpage for instructions!
- Symposium attendance:
 - **Every student must attend the entire symposium and present their assigned paper!**
 - be proactive and ask questions

Your Tasks for Symposium

- Every group of max 2 students must
 - prepare **20 min presentation** on assigned paper
 - Shorter presentation is unacceptable!
 - Longer presentation will be stopped!
 - Presentation must be in English
 - answer **questions** from audience for **~ 5 min**
- **Every student must be prepared to give the whole presentation!**
- Every student must give half of the presentation
 - **A student must talk for ~ 10 min!**
 - Who starts first, decided randomly by the lecturer before the presentation

Some Guidelines on How to give a research presentation

Structure of Presentation

- Use 10 to 20 slides for 20 min presentation!
- Introduction – max 1 slide
 - General context of the work (position of the work)
 - Motivation behind the work (general challenges)
 - **Tip: Do not spend too much time on the introduction!**
- Problems addressed in the paper – max 3 slides
 - State the research/scientific questions (problems)
 - Explain what the novelty of the work is (contributions)
 - Specify scope of the work (assumptions)
 - Compare with related work
 - **Tip: Spend sufficient time to clearly explain the problem and (novel) contributions!**

Structure of Presentation (cont.)

- Results of the paper
 - Solution approach, methodology, tools, models
 - Implementation
 - Experiments and obtained result
 - Analysis of the results
 - ...
 - **Tip: The most important paper contributions should be the main discussion point here!**
- Conclusions – max 2 slides
 - Summarize the achieved results
 - by referring to the research questions
 - Explain the advantages and limitations of the work

Time for Presentation

- Difficult to present a complex paper in 20 min!
- So, present only the most important contributions
- Do not present lengthy proofs, algorithms, etc...
 - Highlight only the main result
 - Explain it intuitively by an example (if possible)
 - Highlight the main steps of an algorithm
 - Explain the main purpose of each step
 - Present/explain a small subset of experimental results
- Main ideas, proofs, algorithms, can be illustrated with special cases, e.g., 2-D instead of N-D
- Implementation details must be omitted
 - Tell the audience to look in the paper for details

Audience at Presentation

- Think about the knowledge of the audience
 - Use adequate terminology
- Think about the message you want to convey
 - Every slide should have 1 clear message for takeaway by the audience!
- During the talk
 - Keep eye contact with the chair of session and the audience
 - Keep an eye on the clock

Quality of Slides

- Up to 6 main bullets on a slide
- Avoid lengthy sentences
- Use simple pictures instead of text to explain things
 - A picture is worth a 1000 words!
- When presenting plots, expressions, or statistics
 - First explain symbols then discuss results
 - Highlight the items you are discussing
- Use colors and animations wisely

Some Tips for Presentation

- Rehearse your talk to see how long it takes
 - Do not exceed the time limit!
 - Improve the flow of the talk!
- Check if your presentation is correctly displayed before the session
- Prepare also a PDF version
 - PPT is not always compatible
- Do not point to the computer screen, point to the projection screen
- If you use a laser pointer, do not point it to the audience