

Organizing Your Presentation

A General Presentation Outline

This talk outline is a starting point, not a rigid template. Most good speakers average two minutes per slide (not counting title and outline slides), and thus use about eight slides for a fifteen minute presentation. If you need to leave five minutes for questions within the 15 minutes—reduce your presentation to around six slides.

- **Title/author/affiliation** (1 slide)
- **Forecast** (1 slide)
Give gist of problem attacked and insight found (What is the *one idea* you want people to leave with? This is the "abstract" of an oral presentation.)
- **Outline** (1 slide)
Give talk structure. Some speakers prefer to put this at the bottom of their title slide. (Audiences like predictability.)
- **Background**
 - **Motivation and Problem Statement** (1-2 slides)
(Why should anyone care? Most researchers overestimate how much the audience knows about the problem they are attacking.)
 - **Related Work** (0-1 slides)
Cover superficially or omit; refer people to your paper.
 - **Methods** (1 slide)
Cover quickly in short talks; refer people to your paper.
- **Results** (3-5 slides)
Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. (Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.)
- **Summary** (1 slide)
- **Future Work** (0-1 slides)
Optionally give problems this research opens up.
- **Backup Slides** (0-3 slides)
Optionally have a few slides ready (not counted in your talk total) to answer expected questions. (Likely question areas: ideas glossed over, shortcomings of methods or results, and future work.)

*** **PRACTICE** your presentation aloud with your PowerPoint slides so you can:

- Time your presentation and stay within the allotted time limit.
- Use your visual aids comfortably and effectively
- Make eye contact and engage with your audience
- Leave ample time for questions

Adapted from “Oral Presentation Advice from Mark D. Hill,” Professor of Computer Sciences and Electrical and Computer Engineering, University of Wisconsin—Madison
<http://pages.cs.wisc.edu/~markhill/conference-talk.html>