

SEMINAR 3

PRESENTATION

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Introduction (1)

- I recommend you to go and take a look on defenses of other students (defenses are open for public)
 - You will see how it looks like
 - You will pay attention to mistakes of the others, which you should avoid
 - You will see how the state exam looks like

Introduction (2)

- For one student who defends Diploma thesis only 60 minutes are reserved
- You can invite your friends to your defense if you think that they will help you to cope with stress
- Your friends can make photos/videos during defense (ask permission from the chairman)

Procedure of the defense

- The chairman of the committee will introduce you to members of the committee
- Your presentation (10 to 15 minutes)
- Reading of supervisor's and opponent's reviews
- Your answers on questions from reviews
- Your answers on questions from members of committee
- Final State Exam
- Committee makes decision about the result of your defense (hiddenly from the public)
- Proclamation of conclusion (YES-NO)
- Proclamation of marks (for the group of students, once or twice per day)

Presentation (1)

- Don't underestimate the presentation
- Only 2 persons will read your Diploma thesis completely – your supervisor and opponent
- There will be 2 copies of your thesis on the table and members of the committee will have an opportunity to flick through your thesis
- Presentation has to be well-prepared

Presentation (2)

- I recommend you to train your presentation at home (minimally 5 times, but the more you train the better)
 - Without spectators (you can use a mirror) with stopwatch
 - Adjust your presentation to permissible time limit (10 to 15 minutes)
 - Train with spectators and with stopwatch (ask to note your mistakes)

Presentation (3)

- Inspire yourself by good presentations (TED.com)
- Socially acceptable clothes
- Don't read from slides
- Don't turn back to the committee
- Don't stand behind a table
- Use gestures, but don't overdo with them
- Avoid closed body positions
- Don't keep your hands in pockets
- Don't speak in a low or raucous voice

Presentation (4)

- Don't hold a pen or a pencil in the hand, it's better to take a laser pointer
- Laser pointers often have a timer that will warn you about time expiration
- Don't expect silence during defense
- Your presentation should be in all possible formats (pdf, ppt, pptx, ...)
- Check your presentation on the projector at least one day before defense, try to give a presentation if possible

Preparation of presentation (1)

- Don't leave preparation of your presentation until the last minute
- Accept the fact, that you can't describe all Diploma thesis in your presentation, add the most interesting and the most important things
- Try to avoid too complicated things (attention of the committee may be lost)
- Try to avoid formulas

Preparation of presentation (2)

- The more interesting your presentation is, the easier and the more adequate questions you will get from members of the committee
- Try to add only the things that you really understand and about which you know a lot
- Use less text and more images
- Use high-quality images

Preparation of presentation (3)

- Text should be short (you can use even incomplete sentences), use larger font (everybody has to be able to see it)
- Long sentences distract attention (listener tries to read all text and to listen at the same time, but it doesn't work)
- You can add important values that are very hard to remember (for example, precision)
- Don't forget to label axes on all plots (quantities and units)

Preparation of presentation (4)

- Don't add images with text that is not readable from the distance
- Choose background color and font color very carefully
- If you didn't choose black-and-white color combination, then check, how your color combination looks like on the projector
- Try to use images with transparent background (or background of the same color)

Preparation of presentation (5)

- Don't put text and images too close to borders of the slide (they can be cut off)
- Use slides of the standard size (4:3). We don't have projectors (16:9)
- Every slide should have its title
- More slides with the same title – use numbers
- It's good to have a progress bar or the number of a slide / total number of slides

Thank You for Your Attention