Conference and Seminar Talks

Martine Schlag
CE/CS200
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Computer Engineering
University of California, Santa Cruz
Overview

Goals of the talk
Knowing the audience
Start and end of the talk
Content and structure of the talk
Preparing slides
The Performance
Summary
Goal of talk

What should the audience remember/learn

What do you want to communicate about your work?

yourself?
Know Your Audience

Level of expertise

Cite related works of likely attendees

Anticipate questions
Starting the Talk

First Slide:
Title, Authors, Affiliations,
Date, Location/Occasion

Thank your introducer

State your name, title or subject, attributions
Structure

Tell them what you are going to tell them

Tell them

Tell them what you told them
Content

Motivation for the work
Related previous work
Sketch of essential methods/concepts
Bottom-line: results
Built-in Flexibility

Multiple entry points

Multiple exit points

Slides for expanding on a topic/question
Ending the Talk

Last Slide:
  Conclusions, Future Directions, and/or Open Problems

Thank the audience

Don’t relax -- Questions are next
Slides

Less is more

Neatness counts

Avoid strip tease

High tech requires redundancy

Use colors carefully
Using Colors

Can you read this?
Can you read this?
Can you read this?
Can you read this?
Can you read this?

How about now?
Findpath Hardware Engine
The Performance

Dealing with stage fright
Avoid mannerisms
Avoid monotone voice or reading
Handle or deflect questions
Summary

Find out about your audience
Rehearse
Decide what you want them to remember