

# Rules of the Game

- The speaker has 90 minutes
- Goal:
  - Deliver the big picture of her paper
    - Questions and their relevance
    - Contributions
    - Model/Methods
    - Results
- The speaker is in charge of time management

- The Common Mistake: **Run out of time**
  - Why happens?
    - Spend too much time for answering clarification questions
    - Insert too much materials to cover
    - Mismanage to answer questions
- =>By preparing proper slides, most risk can be avoided or significantly reduced

# Preparing Slides: Structure

- Use first ten minutes to deliver essential parts of your paper
- Spend least amount of time for mentioning other people's works
- Limit materials

# More Practical Tips

- Eliminate typos
- Use **LARGE** fonts
- Never put a paragraph in slides
- Define every single symbol in slides
- Stick with conventional notations

## **Graphs/Tables**

- Be picky on choosing colors
  - Red and blue work well. Never use yellow.
- Clearly define what each axis represents
- Adjust units properly (\$100 million instead of \$100,000,000)
- Never include a table containing too many numbers.

# Conclusion

- Be parsimonious on choosing materials for presentation slides
- Maximize clarity. Do not sacrifice clarity to include more information
- Practice a lot by inviting fellow students