

ECE 6970 - Instructions and Guidelines for Presentation Assignments

Instructions:

- 1) Presenters should visit office hours (Wed 9-11am) for an hour-long discussion of the planned presentation roughly 2 weeks beforehand.
- 2) Each presentation is about an hour long (up to 15 minutes at the end are reserved for questions and discussion)
- 3) When working in pairs, each partner should present for 30 minutes.
- 4) Students are more than welcome to use slides (this is often easier than using the white board). Our classroom has a projector and plenty of connectivity options.
- 5) For more technical parts (e.g., proofs, outlines, etc.), students are encouraged to use the whiteboard. This makes it easier for the audience to follow.

Preparation and Presentation Guidelines:

- 1) Before constructing your presentation, you should understand what is the main message your paper aims to convey. Keep this message in mind when structuring and presenting every piece of your lecture. Try to understand the role each piece plays in conveying this message.
- 2) A good structure for a presentation is:
 - I) Broad strokes description of the problem to be addressed
 - II) Motivation (answer the question 'why should we care?')
 - III) History and previous state-of-the-art (answer the question 'what's the next main challenge to address?' and/or 'what does this paper add to existing knowledge (at the time)?')
 - IV) Problem formulation (make sure to set up all the notation/ideas you are going to use)
 - V) Main results (can be a theorem or a system design; answer the questions from item (III))
 - VI) Proof outlines – there is no need to provide full proofs. Instead:
 - Extract the main ideas and key steps in the derivation
 - Present the proof's logical structure and where these ideas fit into it
 - Feel free to derive certain pieces in detail, but only if these are particularly important/interesting and at a level the audience can follow
 - VII) Empirical results – if applicable (present selected result and explain how they support the proposed theory; answer the question 'what do we learn from this empirical study on top of the theory alone?')
 - VIII) Summary, conclusions and future work (summarize the main points of your lecture; explain the take-home message(s); highlight new research avenues your paper inspired)
- 3) Work thoroughly: aim to understand the full details behind every sentence you say. As a lecturer, you should know the material top to bottom, even if not every step is presented in class. Remember – questions will be asked, and you should be able to answer them.
- 4) Learn from the process and enjoy!