

Tips for a Successful Presentation

ILAS 2010, Pisa

The Local Organizing Committee would like to respectfully offer the following hints for a successful presentation of your talk at ILAS 2010.

- Please make sure that the font size is adequate for a large room. Any size larger than 24pt should be adequate. Also, make sure that the pages appear on a landscape orientation.
- Audiences do not appreciate computer presentations that consist of pages of a paper, published or to be published. Please avoid doing this.
- The pages of your presentation should not be overcrowded with lines. About 10 lines per page is usually adequate. Try not to put more than 15 lines!! LaTeX offers several classes for creating nice slides, say, `beamer`, `prosper`, `slides`.
- Try to keep your presentation short. A good rule of thumb is: a bit less than one page per minute of presentation, although this varies with each case. Practice your presentation to see how long it takes.
- If you must include proofs, try to make them as short and intelligible as you can.
- Avoid long calculations. All calculations included should be kept short enough to fit in the time allotted for that page.
- If you use a laser pointer, use it only briefly from time to time to point to something that you wish the audience to focus on. Do not point at everything. Above all, do not keep waving the pointer around in circles during your presentation.
- Talk to your audience, not to the screen. Speak loudly enough to be heard at the back of the room.
- Remember that you have been an audience member. Try to avoid doing those things that have bothered you when you have listened to a talk.
- Above all, make your experience giving a talk a pleasant one.