


Visegrad Grant No. 21730020
http://vinmes.eu/


**V4 Seminars for Young Scientists on Publishing Techniques
in the Field of Engineering Science**

Presenting your results at a
 conference
 Attila Géczy, PhD
 Budapest University of Technology and Economics






Literature


Table of contents:

- Aim of a scientific presentation;
- The format of a conference presentation.
- Structure of a presentation.
- Role of an Acknowledgement.
- Pro tips for giving an efficient presentation.
- Poster presentation.
- Evaluation at conferences.


Attila Géczy – About Literature Research 2/21


The AIM of the presentation



1. You should present why is the topic so important, what **motivates** the progress at the given scientific area.
2. You should present the **aimed goals**, the **starting point**, the **method**, the **given steps** of the methods -> the **arc** of the research.;
3. You should present the details of the gained **progress**!

The progress and the resulting advantages can be:

- Industrial, if you are working for the industry;
- Departmental, if you are working for the university;
- Personal, if you are preparing for a PhD for example;
- Project advantages, if you are disseminating project results!



Attila Géczy – How to present your material on a conference? 3/21

Visegrad Fund **The AIM of the presentation** 


4. You should present the **decisions**.

- gathered information from the literature
- The proof of optimal factor in the presentation

AVOID!


(Why you no understand?)

SUMMARY: the presentation should




Everything which is not directly necessary referred or omitted from the presentation,

Attila Géczy – How to present your material on a conference? 4/21

Visegrad Fund **How to present your material?** 


Overall arc of a scientific work:

- Introduction
- Literature survey
- Materials and methods, Experimental
- Results, discussion
- Conclusion, future plans



- Additional parts: Acknowledgement, Appendix, Nomenclature

Attila Géczy – How to present your material on a conference? 5/21

Visegrad Fund **How to present your material?** 

Presentation:

The main point of a PPT presentation is to show your work.

Two types of presentations are usual for a conference.


SOP: Short oral presentation:

- Before a poster presentation.
- Usually 2-3 minutes.
- Just presenting the overall arc of the work.
- No details, focusing on the general message.
- Invitation to the poster for deeper discussion.

Oral Presentation:

- 10-20 mins of presentation on your topic
- Have time for deep discussion
- Details, focusing on the arc of the work.
- Prepare for questions at the end of your talk.

Attila Géczy – About Literature Research 6/21


Visegrad Fund **How to present your material?** 

How to prepare the PPT? Outlook!


- The PPT is supporting your talk, not substituting the need of clear discussion.
- The format must not distract the listeners. You are the lead, you are in the limelight not your PPT.
- You must be able to speak through time even without the PPT! You can be considered „prepared“, if you could do this.

PRO HINT: try to practice the presentation without the PPT!

- Stick to Office format or PDF for maximum compatibility;
- In 2018 there should not be a problem with PPTX format.




Attila Géczy – How to present your material on a conference? 7/21


Visegrad Fund **Aspects of giving an efficient PPT presentation** 

Main aspects for giving an efficient presentation:

- It is not extended
- You do not use fancy engineering of a plot
- We can show the results on pictures, plots and descriptive figures with straightforward titles!!!
- Avoid black backgrounds!



Attila Géczy – How to present your material on a conference? 8/21


Visegrad Fund **How to present your material?** 

General structure of a 15 minutes oral presentation:



- 1st slide: titles, name, forum (where you present your work), affiliations, date;
- 2nd slide: table of contents (not always necessary);
- 3-5 slide: background, literature (from general to detailed description);
- 6-9 slide: Experimental (setup, sample preparations, methods for evaluation, refinement steps of the materials and the methodology);
- 10-14 slides: Results (proper discussion on the gained results);
- 15 slides: Future Plans, Summary, Acknowledgement.

Try to finish with a sentence/thought which will keep the audience thinking.

Just a general ratio of page counts, not a rule of thumb.
Try to stick to **as many slides as much minutes you have.**



Attila Géczy – How to present your material on a conference? 9/21



How to present your material?




General structure of a 3 minutes short oral presentation:

- 1st slide: titles, name, forum (where you present your work), affiliations, date;
- 2nd slide: short summary of the motivation and the standing of the literature!
- 3rd slide: presenting the setup, the method and materials.
- 4th slide: Selected results, some words about future plans, acknowledgement and poster number.

Try to finish with a sentence/thought which will keep the audience thinking.
Try to invite the audience to the poster for further discussion.

Just a general ratio of page counts, not a rule of thumb.
Try to stick to **as many slides as much minutes you have.**



Attila Géczy – How to present your material on a conference?  10/21


How to present your material?


General structure of a 3 minutes short oral presentation:

PRESENTATION OF A SOP PPT!

Attila Géczy – How to present your material on a conference? 11/21


How to present your material?


Acknowledgement:

It is important to present, who was working with you, who helped you during the works.


Not only politeness: anyone who hears your presentation, can feel good with your acknowledgement of their work.


Who NOT to praise:

- your professor (who is included already in the authors list);
- your mom, dad, bro-sis, the granny's neighbor.

Who to praise:


- who did not worked so closely on your topic, but still helped you;
- financial supporters, sample/apparatus supporters.

Attila Géczy – How to present your material on a conference?  12/21


Visegrad Fund **How to present your material?** 


Assorted tips and tricks for the oral presentations: **TIME!**

- Stick to the time! If the time is 15 or 20 minutes then talk for 15 or 20 minutes exactly. Not more - not less.
- At first, you must prepare for this, improvisation will not help you, when you are at the stage!
- Prepare for what is important and what is not. Try to sort the info in your head during practicing.
- An overshoot in the PPT slide count may result in an overshoot in time as well!
- The side notes and side stories may steal your time!




Attila Géczy – How to present your material on a conference? 13/21


Visegrad Fund **How to present your material?** 


FOCUS! 

- Do not emphasize the problematic parts. They can send you into a dark deep labyrinth of confusion.
- Negative messages? Avoid them!
- Do not start to argue with the opponents, do not get mad with the situation.
- Focus on the audience. Do not sink into the PPT or turn your back to the audience.
- It can be unconvincing if you read out the whole PPT. Practice what you want to say beforehand!





Attila Géczy – How to present your material on a conference? 14/21

Visegrad Fund **How to present your material?** 

BE POSITIVE! 

- Let the audience feel that you are eager about the topic. Be suggestive and convincing about what you do!
- Difficult task, do not fell for manager-style bull><ing!
- If you are prepared enough, there is no need to worry! It is your topic, probably you have the deepest knowledge about it.
- Do not leave obvious weak points. They will open a debate really quickly. (Dog bone effect.)
- Open your ears to others presentations! Good practice can be learned from others as well.


Attila Géczy – How to present your material on a conference? 15/21

How to present your material?

FORMAT!

- I refer back to Oliver's presentation -> follow the clues!
- Do not put too much text on a slide.
- Do not put small fonts on figures.
- Axis, units, legends -> are a must for plots.
- Use the appropriate language of the forum!
- Do not emphasize ornaments and animations.
- Show the slide numbers to know how much time is left.
- Avoid overly detailed slides, tables, figures.



Attila Géczy – How to present your material on a conference? 16/21




How to present your material?



WELLS THAT CUT!
BUT IT'S WROOON!!!




Information technology forebodes... facilitates a...
 on as well. The need for modern interactive a...
 even courses which can be delivered via the...
 visible in the increasing number of eLearning...
 wide, in nearly every possible topic, including...
 forum aims to develop a cloud-based platform, to support the...
 Cloud computing could be used to easily share and distribute...
 training materials and also provide a software platform which can be used...
 in practical education in on-line courses performed anywhere. In our previous paper,
 the challenges and feasibility of putting together such a cloud platform were investigated.
 In this current work, the direct application of the system in courses related to...
 microelectronics at a university. In this paper we will focus on the evaluation of the...
 cloud-based educational resources for teaching purposes in university courses. This...
 will include a pilot study regarding the use of the cloud platform for self-study,
 and also the collection of the feedback of the 50 participants. We had 2...
 show the distribution of their answers for two of the 14 questions in the...
 which were received after the training program.

Péter Marton, Attila Bonyár, Oliver Krammer, Attila Géczy, Zoltán Illyefalvi-Vitéz, and...
 based Open Educational Resources for Teaching Microelectronics, IEEE ISSE 2018 - proposed...


Attila Géczy – How to present your material on a conference? 17/21

How to present your material?

POSTER PRESENTATION

- After SOP people gather around your poster.
- Prepare for describing the whole poster for interested person and for the evaluators.
- Stick to similar guidelines, as at oral presentations.
- Prepare for interruptions, and discussion-type conversation.
- Present the arc of the work!!!
- Be precise, convincing and positive!
- No need to worry about the time.




Attila Géczy – How to present your material on a conference? 18/21

Visegrad Fund **How to present your material?** 

POSTER SESSION ON A CONFERENCE




Attila Géczy – How to present your material on a conference? 19/21

Visegrad Fund **How to present your material?** 

What are the points of evaluation at a conference?

- Actuality of the topic, logic of the given goals, scientific merit;
- The given topic and the experiment behind it;
- The applicability of the given results;
- The quality of decisions during the experimenting;
- The documentation quality and thoroughness of the given results; formal quality.
- The objectivity of the conclusions, the state of the preliminary goals;

Attila Géczy – How to present your material on a conference? 20/21

Visegrad Fund **Summary** 

Presentation techniques for your success!

- Prepare for the presentation according to the requirements: short oral, oral or poster presentations!
- Focus, be positive, and stick to a proper format!
- Always be on time and be convincing!

Try to think about a previous good presentation experience, and also build upon theses for future success!

Acknowledgement: Thanks for Prof. Zsolt Illyefalvi-Vitez and Peter Gordon for their ideas and original works in the topic.
The presentation was supported by the Visegrad Fund Grant No. 21730020

Attila Géczy – How to present your material on a conference? 21/21
