How to Prepare a Good Talk
Advice for Presenters at ISPD 2021

1 Preparing your slides

- A basic rule of thumb – one slide per minute. Think of good illustrations.
- Motivate the work, introduce key terms and only then cover the contribution. Experts in the audience need to understand your terms. Others will be lost unless you make an effort to clarify the material.
- Do not overload slides (10 lines max). Refer to the paper for details.
- Animating the slide contents may help focus on the right bullets at the right time.
  However, the image or text appearing last should stay for long enough to be legible.
- Use large fonts (at least size 16, preferably 24) and do not change it from slide to slide. Text size in figures should be consistent with other text (a common problem when figures are scaled down).
- Avoid bullet points that are too verbose or redundant. Most bullet points should fit into one line. No bullet should be longer than two lines, otherwise the audience will not be able to process them.
- Avoid unusual fonts – they may not show up correctly. Most formulas can be typeset without Equation Editor if you use Greek characters, sub/super-scripts, etc.
- Avoid very light colors as they can be unreadable. Use a consistent color palette from slide to slide.
- If you have a table with more than 9 cells, highlight some rows and columns in color.
- Use landscape orientation with a 4:3 aspect ratio, as some viewers may be on older devices.
- The footer should only have the page number – other information is an unnecessary distraction.

2 Contents guidelines

- **First slide: Title, name and affiliations of co-authors. Highlight the presenter's name.**
  - Company/university name and/or logo should only appear on the title slide.
- **Second slide: Outline of the presentation.** What are you going to present and in which order?
  Try to introduce some suspense by promising unexpected results, interesting conclusions, etc.
- **Third slide: Motivation for your work.** What interested you in this work and why should others look at your techniques and results? What has been done by others in this field?
  Some presenters describe **Previous Work** after their contributions, to compare more clearly.
  Have you found something new or arrived at important new conclusions?
- **Main contributions**
- **Results**
- **Conclusions** or **Summary** slide (note the difference, and use the most appropriate).
  If space allows, mention the motivation again in one or two bullets.
  Summarize your most important contributions and observations once again.
- **(optional) Future Work** / perspectives slide**:**
  Which challenges remain open? What further projects would you recommend?

- **In the short version of your presentation**, omit the outline and future work. The title slide will be shown as the session chair introduces you, you don't need to go over it again but it should be your first slide. As you only have 5 minutes, present the problem of interest, the main points, results, then your summary or conclusion.

3 Uploading slides and videos

- Your long video should be 15 to 20 minutes with a maximum file size of 200MB. Keynotes are 40 to 45 minutes.
- Your short video should be 5 minutes in length with a maximum file size of 100MB.
- You will be contacted with instructions to upload your slides and video to a Dropbox link for your session.

- **Please follow this naming convention for files:**

Deadline	File	Naming Convention	Example
March 1st	Slides	Session#_Talk#_SpeakerName.pdf	1_1_JoeSmith.pdf
March 8th	Long video	Session#_Talk#_SpeakerName.mp4	1_1_JoeSmith.mp4
March 8th	Short video	Session#_Talk#_SpeakerName_overview.mp4	1_1_JoeSmith_overview.mp4

- The speaker for each paper must register for ISPD 2021 by March 8th.

4 Organization of the session

- Email your bio to your session chair by March 15th, so they can introduce you – which is time limited to 1 minute.
- Ensure you have a stable online connection with good audio quality. Check your video feed prior to your session.
- Speakers must be online throughout the session in which their paper will be presented, with your camera on. Questions and answers for the papers are at the end of the session.