

# Paper Presenter Instructions

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The presenter must prepare a presentation in which he/she provides a brief summary of the assigned paper. The presenter should present the paper in a manner you think the authors would agree. That is, present the work factually, but in the best possible light.

Presenters must use the provided PowerPoint slides as a template for their talks.

## Time Requirements

- Hard limit of 15 minutes—rehearse to get the length right!
- Fill the time—talks under 15 minutes will be penalized!

## Structure and Informational Content Requirements

Presentations should be structured as follows, with some wiggle room on the slide counts.

### Tool Papers

# Slides	What to cover
1	<b>Title slide.</b> Paper title, authors, venue, year, your name, presentation date.
1	<b>Problem.</b> What is the problem that the tool aims to solve (top-level and sub-problem)?
0–2	<b>Background.</b> What must we know about in order to understand the tool?
2–4	<b>Tool.</b> What is the tool like? How does it work? From a user perspective? What key design decisions did the authors make? What was the rationale for those decisions?
1	<b>Evaluation method.</b> How did the authors evaluate their tool?
1–4	<b>Evaluation results.</b> What results and/or findings came out of the evaluation? Do the results support the authors' claims?
0–2	<b>Discussion.</b> Did the authors discuss any interesting insights or implications for design based on their work? (Don't include threats to validity because the rebutter will do it.)

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# Slides	What to cover
1	<b>Claims/Conclusion.</b> What key claims did the authors make about their tool? What key findings supported those claims? What, if any, other key contributions did they make?

## Style Requirements

Additionally, the presenter must follow the following style rules/criteria:

- Presenters must apply the presentation modalities effectively:
  - Presenter leads: slides must have few words; presenter must provide main content to audience (no reading slides)
  - Slide leads: presenter must walk audience through complex slides; make it clear moment to moment what the audience is supposed to be seeing in the slide
- Slides must have a black background and white text (as in the template)
- Minimum font size: 24pt (20pt for figures and code samples)
- Copied figures/tables must include references to their sources
- Copied figures/tables must not include captions
- Colors, if used, must be used effectively
- Animations, if used, must be used effectively
- No "Questions?" slide at the end
- No periods at the end of bullet points or lines of text (these are lists of keywords, not sentences)
- Informative headings (avoid "Introduction", "Background", etc. headings; instead, do something like this "Background: Cognitive Load Theory")
- One idea per slide
- Proper spacing around parentheses
- Use proper capitalization
  - Sentence-case bullet points
  - Sentence- or title-case headings (be consistent)

## Grading Criteria

Each presentation will be graded in terms of the completeness, clearness, and correctness of the informational content (with respect to the instructions above) and the presentation style. The points breakdown is as follows:

Component	Points
Informational Content	50
Style	50
<b>Total</b>	<b>100</b>

### Informational Content Grading

The points breakdown for the Informational Content component.

### Tool Papers

Points	Criteria
4	Title slide complete and correct
6	Problem clear and correct
18	Tool clear and correct (may depend on Background)
6	Evaluation Method clear and correct
12	Evaluation Results clear and correct
4	Discussion and Claims/Conclusion

Note that presenting the various items in an order other than the one specified in the instructions may hurt the clarity of the presentation, and may therefore result in clarity deductions under one or more criteria.

### Style Grading

Style grading will use a deduction-based grading system. That is, initially there will be 50 points, and any style violations will result in deductions from those points. The exact size of a deduction will vary based on how much it detracted from the presentation. Below are the maximum deductions for various criteria. It is possible that more than 50 points worth of deductions will be applied; however, the minimum style score will be held at 0.

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<b>Max Deduction</b>	<b>Criteria</b>
25	Speaker Leads (when appropriate)
25	Slide Leads (when appropriate)
15	Black background, white text
10	Font Size
5	Figures/Tables source references
5	Figures/Tables captions
10	Use of Colors
5	Use of Animation
5	No "Questions?" Slide
5	No periods at the end of lines
10	Informative headings
15	One idea per slide
5	Parenthesis spacing
5	Proper capitalization

### **Presentation-Length Deductions**

If the presentation is too long or too short, a length deduction will be taken off the total score as follows:

<b>Deduction</b>	<b>Time Over or Under 15 minutes</b>
-0	1–2 minutes
-15	2–4 minutes
-30	4–6 minutes
(You will receive a 0 since it is certainly missing substantial content as well.)	6+ minutes

These instructions are based heavily on Scott Fleming's presentation instructions: <https://memphis-cs.github.io/comp-7085-8085-2017-fall/presentations/instructions.html>