# FASLIP’s Presentation Checklist

**This is an example for a conference presentation.**

**Look at your audience, time, and yourself!**

* Front page:
	+ title,
	+ names of the work (list of authours, student’s name + supervisors ‘names)
	+ ECRG(picture), SECS, VUW, WLT, NZ
	+ Email(s)
	+ E.g. IEEE CEC 2019, and date if space allows
* 2nd page: Hook - attract audience:
	+ impressive numbers
	+ attractive images/examples
* 2nd page: Goal can be here only if you present to audiences who are familiar with your topic
* 2nd page:
	+ Outline (optional): background, motivations, proposed method, experiment design, results and discussions, conclusions and future work.
	+ No need to explain if you go to CEC or GECCO, but explain if present in AI
* Background/Problem statement
* Motivations (see your paper)
	+ Why the problem is so interesting? (orally)
	+ Limitations of existing work
	+ Why we need a new method?
* Overall Goal (can be a single page)
* The Proposed Method
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* Experiment Design
	+ Datasets
	+ Benchmark methods
		- Highlight difference between methods, using figures
	+ Parameter settings
* Results and Discussions
	+ Use figures to show results
	+ Do not put tables with too many numbers
	+ Summarise the main results – Bihn’s approach: e.g. highlight the better results, write “new method better on X cases, similar in Y cases, and worse in Z cases”
	+ If too many methods and too many datasets,
		- Do not need to show all detailed results
		- *summarise* your major conclusions
		- Give a *simple/typical/good* example
		- Include details in backup slides
	+ *Remember* ***backup*** *slides:*
		- May answer your reviewers’ question in ***backup*** slides.
	+ Can add further results (not in the paper), need to note clearly
* Conclusions and Future Work
	+ Whether goal has been achieved (orally)
	+ Major conclusions
	+ Limitation of the proposed method
	+ Future work
* Thanks, and Questions?
	+ Paper title, Email
* Page number/total, e.g. 2/20, but not the front page
* Aspect ratio: slides size: do not wide screen, use standard
* Highlights:
	+ Highlight the key words in colour: blue, red
	+ One slide 🡪 one point
* Copyright and citations (at the bottom of the slides in small font):
	+ Add link where the image comes from
	+ Citation of the papers that you take the content/image from
* Use appropriate pictures: use flowchart instead of pseudo-code
	+ One image worth 1000 words
* Navigation:
	+ Navigator to show what section the presentation
	+ Footer including three parts:
		- email,
		- title of the talk,
		- slide number or section title
	+ Running head/title if space allows
	+ Have a single slide showing section title, e.g. “Background” if in a long presentation