# 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
* 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