If you present your paper at a conference,

1. **Contents of your slides:** Define your audience’s background knowledge first.
	1. Introduction
	- Describe your problems that you will address in your study
	2. Related Work

- Make it clear about theories / principles / similar studies that you used in your study

* 1. Methods
	- Go simple and visual for your method section as much as you can
	 Graphically show your methods within a few slides (icons)
	 People can find what methods you used from reading your paper, so do not make them bored
	- Describe briefly other researches using similar methods you used in your study
	2. Results + Discussion = **Contribution =** THE MOST IMPORTANT part of your presentation!!

- Clearly cite your contribution to CHI community

- Since there is a huge time gap between the time your study was done (at lease Sep. paper due date) and the presentation date (Apr.), audience might want to know where your study is now and what has been done/applied. You can slightly mention about it.

1. **Designs of your slides**
	1. Colors: High contrast between background and font color
	2. Typeface: Sans serif (no **~~comic sans~~** or **~~gothic~~**), go with template typeface if you are not sure
	3. Optional for HCC logo (If you want to add HCC logo to your slides, please visit: <https://drive.google.com/drive/folders/0ByTSBhwG7HCjMVpJRUJkaS1JZlE>
2. **Gestures / Tone**
	1. Video yourself, Modify annoying behaviors
	2. Natural movement (a little step forward and backward to highlight your talk)
3. **Question and Answer Section**
* Do not have the slide like ‘Any Questions?’
Have a summary slide for audience to ask questions
* Do not forget to include your email address in the slide and show it for a while at the end
* Fully use your given presentation time 🡪 not much time for Q&A in public ;)
You can have separate Q&A section with audience during the coffee break
1. **Heads-up before giving a presentation**
* Check the right version of your slides (You never know!)
* Bring your own laptop
* Make sure that you turn off the auto-play option
* How to get attention from your audience?
Show case studies in the beginning

**6. Other options to practice public speaking**

* Toastmasters Clubs: <https://catonsville.toastmastersclubs.org/>
* Taking a theater class
* Watching TED talk to benchmark