

isprs



White Elephant Club



How to give a presentation?

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- **What is Oral Presentation?**
- **Four Factors of Presentation**
- **Basic Knowledge of Presentation**
- **How to improve your presentation?**



What is Oral Presentation?

- **Oral Presentation** is to make audience understand what the presenter wants to say or propose through media such as letters, sentences, figures, images, voices etc. **(Mostly power point)**
- Final goal of presentation is to obtain **the satisfaction and agreement of the listeners**



Functions of Presentation

- **Presentation** is to provide better communication between the presenter and the listeners
- **Presentation** is to obtain the understanding of the listeners
- **Presentation** is to give impact and impression to the listeners in a short time with multi-media techniques



How to get Customer's Satisfaction?

- **First Stage:** to follow the requirements to share the direction and to catch the mind of the customer
- **Second Stage:** to solve those problems of the customer, to propose a new concept and to let the customer feel beneficial
- **Third Stage:** to let feel larger value than the customer expected



Size and Scale of Presentation

- **Small Size:** presentation at a small meeting with **a few or several listeners**
- **Medium Size:** presentation at a medium size meeting such as workshop, seminar, tutorials etc. with **a few ten listeners**
- **Large Size:** presentation at a large size meeting such as conference, congress, users meeting etc. with **hundreds of listeners**



Excellent Presentation

- Excellent presentation should be **interesting** at least to the majority of listeners
- Excellent presentation should include **original ideas** as many as possible
- Excellent presentation should not be boring and sleepy, but **exciting**
- Excellent presentation is based on **“punch” and “speed”**



Four Factors of Presentation

- **Will and confidence (psychological factor)**
- **Presence (physical factor)**
- **Scenario (logical factor)**
- **Presentation technique (technical factor)**



Presence

- Looks of face and eyes with confidence
- Clothing (**keep clean at least!**)
- Relaxed attitude with smiles
- Sober style for small size meeting
- Showy style for large size meeting



Scenario Making

- **Flow of scenario:** title, objectives, contents, method, conclusion should be well focused pinpoint into a story
- **Concept:** to be proposed with creative ideas
- **Logical writing:** to get understanding of original ideas and proposal
- **Visual aids:** to use visual aids for better understanding



Presentation Techniques

- Looking at listeners forward with smiles **(don't look at screen always!)**
- Speak loudly to listeners rather than reading texts
- **Eye contacts** to specific listeners to confirm agreement
- Use a pointer to focus onto a specific item **with a few seconds halted**



Title, Concept and Catch Phrase

- Any section and viewgraph should be given **title and/or sub-title** with a few keywords or concept
- Concept of a proposal should be **well explained into a picture or image with a catch phrase with original and creative ideas**



Design of Presentation with Power Point

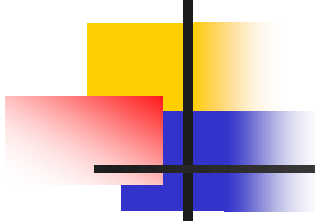
- A viewgraph must be explained **within a minute (never over 2 minutes!)**
- Title and sub-title: one scene
- Introduction: 5-10%
- Problems of existing technologies: 15%
- Concept of proposal: 15%
- Technical method: 30%
- Evaluation: 20%
- Conclusions and future prospect: 10%



How to make Power Point?

- **1) Use larger letters and symbols than 36 point for title and 28 point for sentence (less than 10 lines in total!)**
- **2) Put title in any slide (gothic & bold!)**
- **3) Easy understanding in one look**
- **4) Explanation of a slide within a minute**
- **5) Don't make over explanation**
- **6) Use adequate colors**

Size and Type of Font



Murai	Murai	Murai	20
Murai	Murai	Murai	24
Murai	Murai	Murai	28
Murai	Murai	Murai	32
Murai	Murai	Murai	36
Murai	Murai	Murai	40



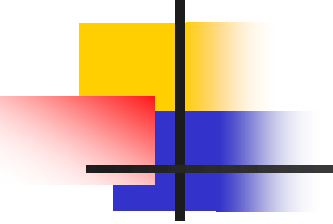
How to make oral presentation?

- **1) Use big and clear voice!**
- **2) Don't speak too fast!**
- **3) Use simple words!**
- **4) Don't read but speak!**
- **5) Relax and smile during speaking!**



Rehearsal before Presentation

- **1) Prepare adequate materials, contents and time carefully and strategically!**
- **2) Check materials in advance!**
- **3) Rehearsal in front of your colleagues**
- **4) Rethink and redesign contents from view point of listeners**

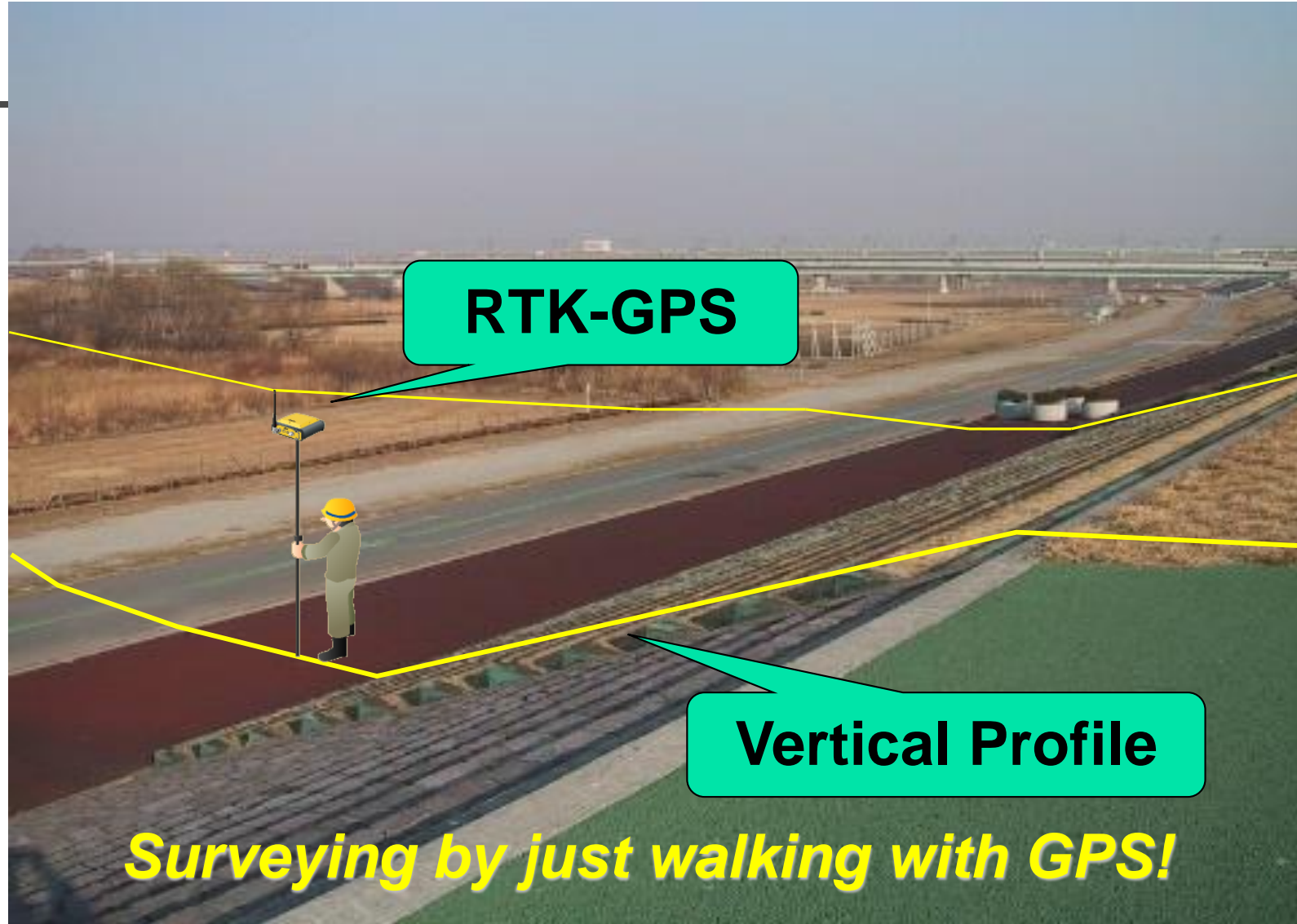


Examples of Concept represented in a Drawing

- **1) Vertical survey with RTK-GPS**
Surveying by just walking with GPS!
- **2) Airborne Laser Scanner (Lidar)**
Measurement of 3D Points from sky!

**Show not only drawing but also express
in a word**

Vertical Survey with RTK-GPS

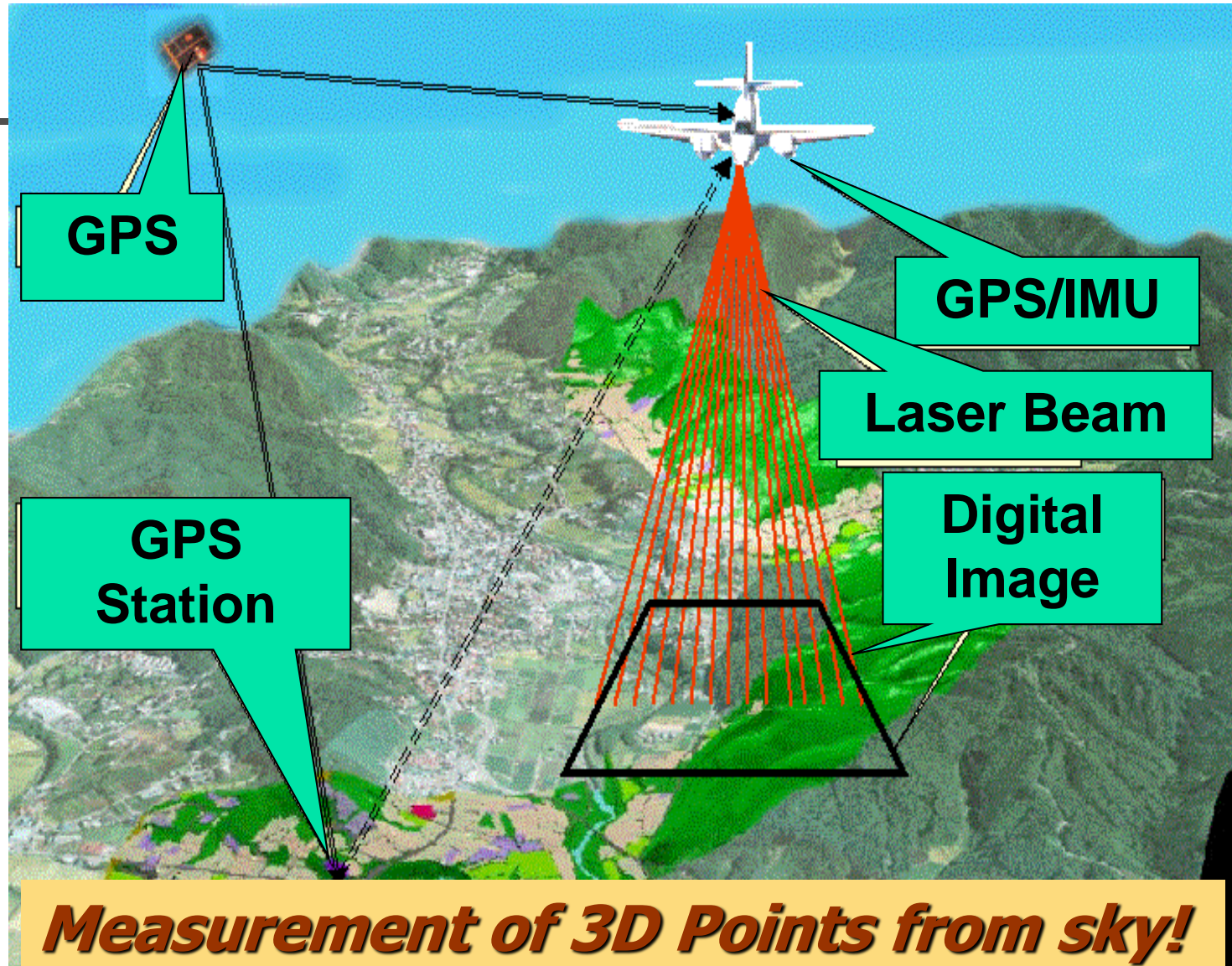


RTK-GPS

Vertical Profile

Surveying by just walking with GPS!

Airborne Laser Scanner





Conclusions

- **1) Presentation should be recognized as essential ability of scientists too**
- **2) Capacity building for improving presentation technique should be promoted**
- **3) Proposal/Thesis writing should be combined with oral presentation**
- **4) Creative and logical thinking should be more introduced in presentation**

Thank You!

