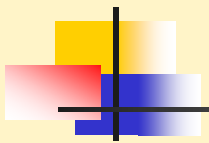


isprs



## How to give a presentation?



**Shunji Murai**  
**Secretary, White Elephant Club**

- **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 24 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	<b>Murai</b>	<b>24</b>
Murai	Murai	<b>Murai</b>	<b>28</b>
Murai	Murai	<b>Murai</b>	<b>32</b>
Murai	Murai	<b>Murai</b>	<b>36</b>
Murai	Murai	<b>Murai</b>	<b>40</b>



## 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

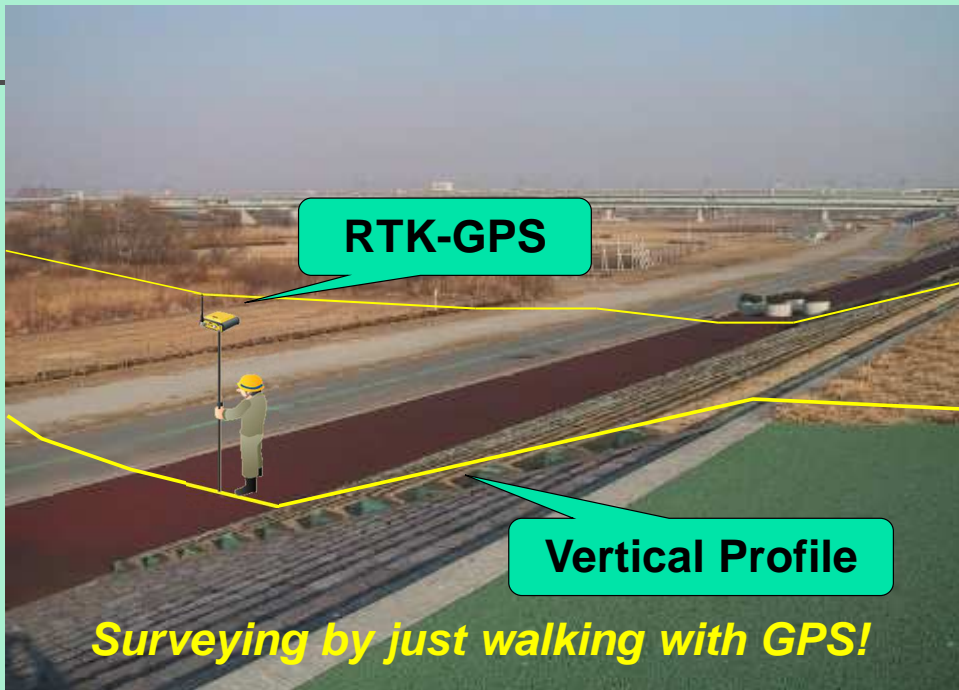


## Examples of Concept represented in a Drawing

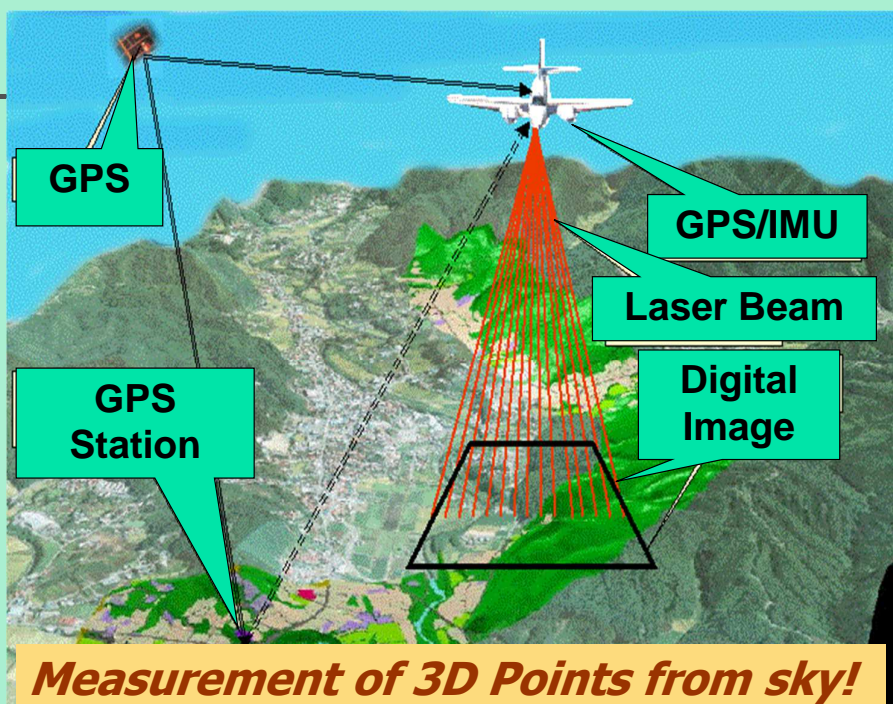
- 1) Vertical survey with RTK-GPS  
*Surveying by just walking with GPS!*
- 2) Airborne Laser Scanner (Lidar)  
*Measurement of 3D Points from sky!*

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

## Vertical Survey with RTK-GPS



## 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 !*

