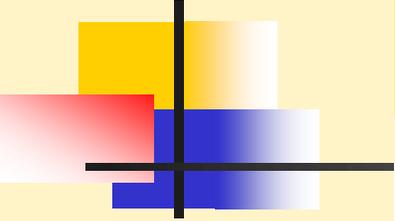


isprs



White Elephant Club

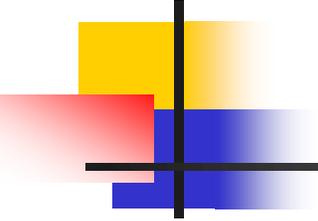


How to give a presentation?

Shunji Murai

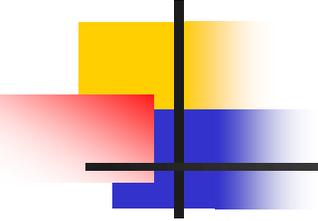
Secretary, White Elephant Club

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



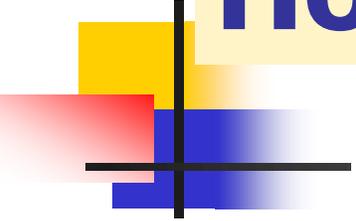
What is Oral Presentation?

- **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**



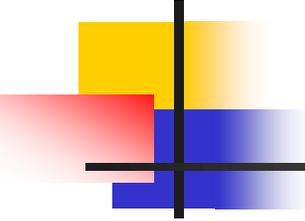
Functions of Presentation

- **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



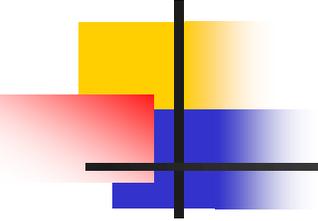
How to get Customer's Satisfaction?

- **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



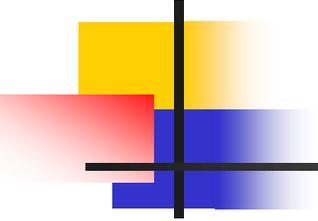
Size and Scale of Presentation

- **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**



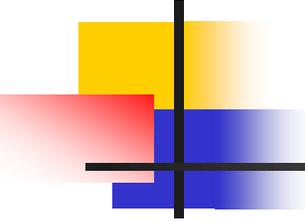
Excellent Presentation

- 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”**



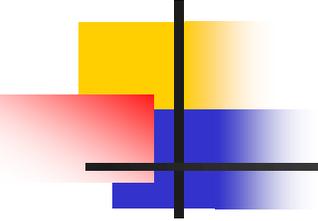
Four Factors of Presentation

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



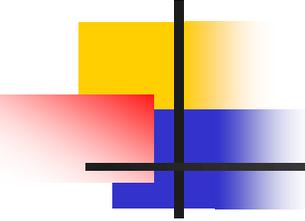
Presence

- 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



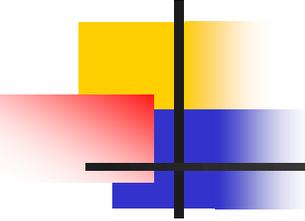
Scenario Making

- **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



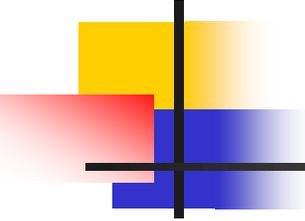
Presentation Techniques

- 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**



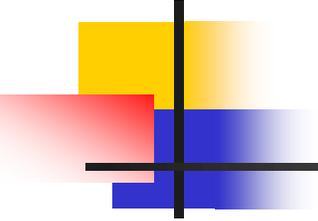
Title, Concept and Catch Phrase

- 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

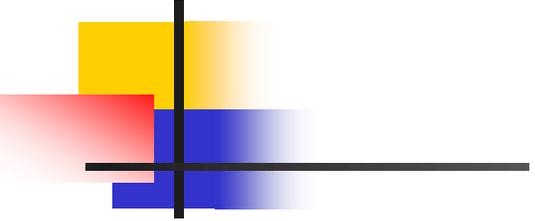
- A viewgraph must be explained **within a minute (never over 2 minutes!)**
- Title and sub-title: one scene
- Introduction: 5-10%
- Problems of existing technologies: 15%
- Concept of proposal: 15%
- Technical method: 30%
- Evaluation: 20%
- Conclusions and future prospect: 10%



How to make Power Point?

- **1) Use larger letters and symbols than 36 point for title and 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

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24

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28

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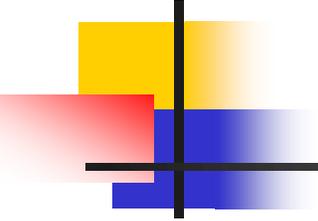
36

Murai

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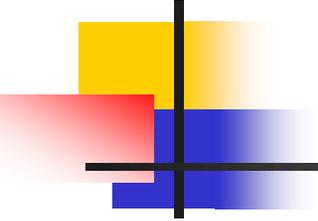
Murai

40



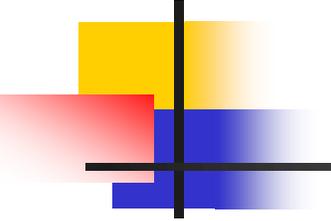
How to make oral presentation?

- **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**

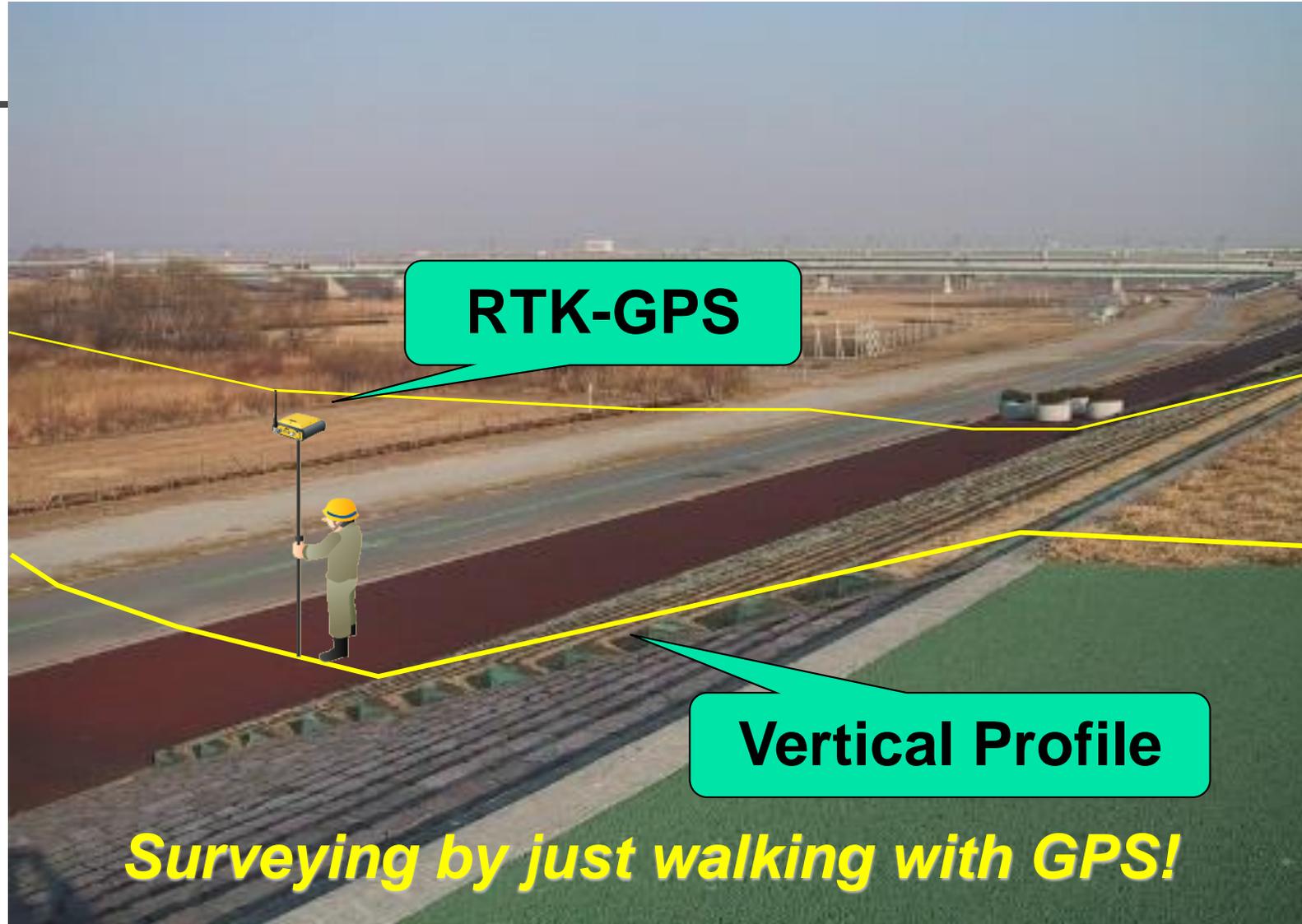


Examples of Concept represented in a Drawing

- **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

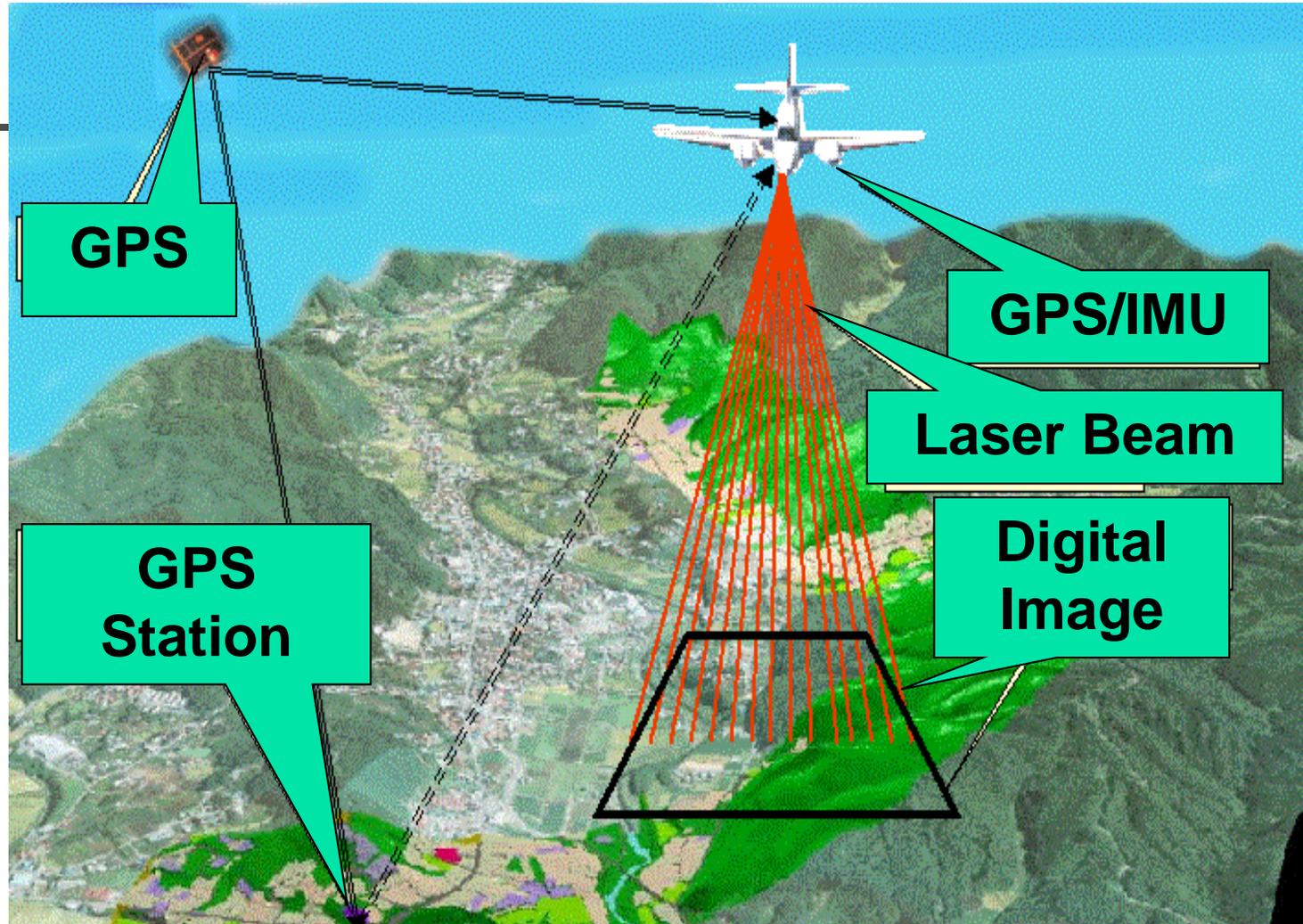


RTK-GPS

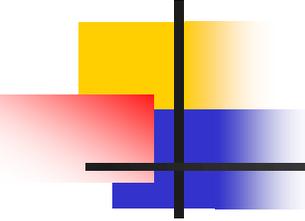
Vertical Profile

Surveying by just walking with GPS!

Airborne Laser Scanner



Measurement of 3D Points from sky!



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**

