



## Guidelines for oral presentation

### General information:

The purpose of the oral presentations is to train you in the evaluation, and the summarizing of relevant research work and papers. A 30-minute oral presentation of your understanding of a special topic is required. The papers to be evaluated and presented will be journal and conference papers that represent influential research on some specific topic of intelligent mobile robotic systems.

All students are responsible for reading and understanding all presented papers. Each student must evaluate and present one assigned topic or some preselected related papers to the seminar.

### Language:

English or German; English is encouraged.

### Presentation Format:

All presentations must be prepared electronically using tools like PowerPoint or Latex. You may use your own laptop to give your presentation. If you'd like to use the instructor's laptop for the presentation, please email your presentation one day before your appointed day. Your presentation should be 25 minutes long, with 5 minutes of Q/A with the class at the end. Typically, one slide per minute is a good rule-of-thumb, so about 20-25 slides should be prepared. These slides should include the following information:

Your name and the date of your presentation on the Title page

The Table of contents

Information about the topic reviewed such as definition, general information, and a brief history; if your presentation is based on a research paper, title, author, author affiliation, date and place of publication should be introduced.

Problem/issues addressed

Approach used to address problem

Results of the approach

Strengths and weaknesses of the approach/results

Brief comparison of approach/results to other work

Summary of major contribution of the paper

If information on one of the above topics is not included in the paper, then state that in your presentation. It is expected that you will use your own analytical capabilities to evaluate the topic/paper beyond what is simply stated in the text.

**Grading your presentation:**

You will be graded on the following aspects of your presentation:

Thoroughness, accuracy, and insightfulness of your evaluation

Clarity of presentation, including the quality of your slides and your discussion

Adequacy of your answers to questions that are asked in the 5-minute Q/A period

Adherence to the content/format guidelines given above

Adherence to the 30-minute schedule

You should attend the seminar regularly. Low attendance or absence will affect your grade. You must also send the instructor a copy of your electronic presentation in PDF on the day of your presentation for posting on the web site.

You are encouraged to participate in the question time of your classmates' presentations. Being able to ask relevant questions will give you bonus points for the presentation.

**Recommendations for success:**

Begin to prepare your oral presentation as soon as possible. You cannot expect to have a good result if you don't start until the night before.

Practice! Get a friend to listen to your presentation and give you feedback.

Good Luck! And let's all make this seminar a success!

Mit freundlichen Grüßen

TAMS Group