

## A General Guide to Talk Outline

This talk outline is a starting point, not a rigid template. Most good speakers average two minutes per slide (not counting title and outline slides), and thus use about a ten slides for a fifteen minute presentation.

- **Title/author/affiliation** (1 slide)
- **Outline** (1 slide)  
Give talk structure. (Audiences like predictability.)
- **Background** (1-2 slides)
  - Motivation and Problem Statement: State the problem. (Why should anyone care?)
- **Summary of first paper** (2-3 slides)
  - This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution.
  - Present key results and key insights. (Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.).
  - Use figures as much as possible. Minimize text in your slides
- **Summary of second paper** (2-3 slides)
- **Summary of third paper** (2-3 slides)
- **Compare and Contrast** (1 slide)
  - Present advantages and disadvantages of each scheme.
- **Future Work** (0-1 slides)
  - Optionally give problems this research opens up.
- **References** (1 slide)
  - Only put the full reference of the three papers that you have summarized.
- **Backup Slides** (0-3 slides)  
Optionally have a few slides ready (not counted in your talk total) to answer expected questions. (Likely question areas: ideas glossed over, shortcomings of methods or results, and future work.)

Notes:

- The selected papers need to be from IEEE Digital Library and can't be more than 5 years old. Use recent IEEE conferences to search for your papers.
- Make sure that you get approval for the selected papers before proceeding.
- Your summary paper should follow similar structure. It should not be more than five to six pages and it must be entirely in your own words.