Better IETF Presentations

Goals

- Advice for people presenting internet-drafts at an IETF meeting
- Improve the discussion to end up with better documents

Non-Goals

X English lessons

X Advice that applies to all presentations

- Effective presentation in other places may not be effective at IETF

X Represent IETF consensus on anything

What is the Goal of Your Presentation?

- Always: Get useful work done
- New draft -00
  - Explain a hard new idea
  - Get people to read the draft, and comment
- Revised draft
  - Describe changes
  - Get people to discuss major points
- Mature document
  - Describe major changes
  - Get thorough reviews before publication

Bad Example

An ISP may delegate authority for a subdomain such as "customer12345.anytown.AW.customer.example.com" or "customer12345.example.com" to the customer's gateway. Each domain thus delegated must be unique within the DNS. The ISP may also then delegate the ip6.arpa zone for the prefix delegated to the customer, as in (for 2001:db8:f00::/48) "0.0.f.0.8.b.d.0.1.0.0.2.ip6.arpa." Then the customer could provide updates to their own gateway, with forward and reverse. However, individual hosts connected directly to the ISP rarely have the capability to run DNS for themselves; therefore, an ISP can only delegate to customers with gateways capable of being authoritative name servers. If a device requests a DHCPv6 Prefix Delegation, that may be considered a reasonably reliable indicator that it is a gateway, rather than an individual host. It is not necessarily an indicator that the gateway is capable of providing DNS services, and therefore cannot be relied upon as a way to test whether this option is feasible. In fact, this kind of delegation will not work for devices complying with [RFC6092], which includes the requirement, "By DEFAULT, inbound DNS queries received on exterior inter NOT be processed by any integrated DNS resolving serve

Acme
Internet

Slides

- Text
  - No smaller than 18 point font
  - Only quote text if you need to debate wording
  - Contrast colors (black/white)

- Diagrams
  - Very useful to explain technology
  - Charts showing data support your point

- Animation
  - Rare: doesn't work in PDF or archive

Slides

- Do not use company logo or template
  - The Tao of the IETF
    http://www.ietf.org/tao.html#rfc.section.4.4
  - Embarrassing for slides to say "Company Confidential"
- Send to WG chairs early
- Page numbers help remote participants

Bad Example

- *Always: Get useful work done.* **This is 18-point font.**
- *Mature document*
  - *Describe major changes.* **15-point font. Can you even read this?**
  - *Get thorough reviews before publication*
- *Text*
  - *No smaller than 18 point font*
  - *Only quote text if you need to debate wording*
  - *Contrast colors (black/white)*
- *Diagrams*
  - *Very useful to explain technology*
  - *Charts showing data support your point*
- *Animation*
  - *Rare: doesn't work in PDF or archive*
- *Do not use company logo or template*
  - *The Tao of the IETF http://www.ietf.org/tao.html#rfc.section.4.4*
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- *Send to WG chairs early*
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Language

- English is the official language
  - English as a Foreign Language
    - https://www.ietf.org/edu/tutorials/90-WGClunch-all.pdf
    - https://www.ietf.org/edu/tutorials/90-WG-Chairs-Lunch-Notes.pdf

- Keep sentences short and simple

- Speak slowly
  - Consider having the best speaker present.

Presenting (1/2)

- Microphones
  - Microphones are directional
    - Including lavalier (lapel) microphones
  - "P/B" and "S/F" sounds
  - Hold the mic in front of and just below your mouth
  - Don't stand in front of the speaker (feedback)

Presenting (2/2)

- Reading text vs. improvising
- Speech speed
- Responding to comments and questions
  - Your goal is to build and reflect consensus
    - Listen: be open to new ideas
    - Defend your point only to explain
  - Thank people for criticism

After Your Presentation

- Immediately write down what you remember you need to do
- Later, review minutes, jabber transcript, and mailing list messages
  - Make a list of things to do
  - Edit your document
- Thank people for their comments
- Privately, ask others how you could improve

How could I improve?

- What else would you suggest?
- What would make this presentation better next time?