Tips for Presenters

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Goals

• Advice for people presenting internet-drafts at an IETF meeting
• Improve the input to end up with better documents
Non-Goals

• English lessons

• Advice that applies to all presentations
  – Effective presentation in other places may not be effective at IETF

• 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
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 archiev

• 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
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)

• Reading text vs. improvising

• Speech speed
Presenting (2/2)

• 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?