

Tips for Presenters

Lee Howard, IETF 91

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

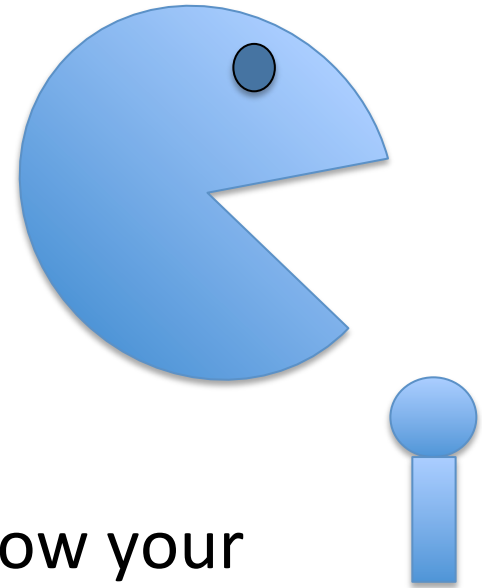
- Text
 - No smaller than 18 point font
 - Only quote text if you need to debate wording
 - Contrast colors (black/white)
- Diagrams
 - Very useful to explain technology
 - Charts showing data support your point
- Animation
 - Rare: doesn't work in PDF or archiev
- Do not use company logo or template
 - 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?