

COST CA20120 - INTERACT Training Day:
*How to Prepare an Excellent Presentation
(or at Least an Acceptable One)?*

**Organised prior to 3rd MC and 3rd Technical Meeting,
Dubrovnik, Croatia, 2022-01-23**

Lecturer's Information

Name: Luis M Correia

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Lecture Title: How to Prepare an Excellent Presentation (or at Least an Acceptable One)?

Lecture Abstract (250 words): The tutorial addresses the guidelines on how to prepare an excellent presentation of one's work, which can range from a paper in a conference to a thesis before a committee. The tutorial intends to be very interactive, so participants are requested to send in advance examples of presentations they have previously given, one of them being chosen to start the tutorial. Afterwards, one presents the key aspects to take into consideration when preparing a presentation, considering structure of information and identification of the audience's expectations and constraints. Then, a detailed view on how to prepare the actual presentation information is addressed, accounting for all existing recommendations. The logistics involved in giving a presentation are also shown. The initial presentation is given again, modified according to the recommendations, in order to highlight the differences. Conclusions are presented at the end.

CV (250 words): Luis M. Correia was born in Portugal, in 1958. He received the Ph.D. in Electrical and Computer Engineering from IST (Univ. Lisbon) in 1991, where he is currently a Professor in Telecommunications, with his work focused on Wireless & Mobile Communications, with the research activities developed in the INESC-ID institute. He has acted as a consultant for the Portuguese telecommunications operators and regulator, besides other public and private entities, and has been in the Board of Directors of a telecommunications company. He has participated in 32 projects within European frameworks, having coordinated 6 and taken leadership responsibilities at various levels in many others, besides national ones. He has supervised over 230 M.Sc./Ph.D. students, having edited 6 books, contribute to European strategic documents, and authored over 500 papers in international and national journals and conferences, for which served also as a reviewer, editor and board member. He has lectured over 70 advanced training courses in doctoral schools and for companies. Internationally, he was part of 39 Ph.D. juries, and 78 research projects and institutions evaluation committees for funding agencies in 12 countries, and the

European Commission and COST. He has been the Chairman of Conference, of the Technical Programme Committee and of the Steering Committee of 25 major conferences, besides other several duties. He was a National Delegate to the COST Domain Committee on ICT. He has launched and served as Chairman of the IEEE Communications Society Portugal Chapter, besides being involved in several other duties in this society at the global level. He is an Honorary Professor of the Gdańsk University of Technology (Poland) and a recipient of the 2021 EurAAP Propagation Award “for leadership in the field of propagation for wireless and mobile communications”.

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