Evaluation Form for Tutorial Presentation

This form should inform speakers and tutorial chairs about possible improvements of the presentation.

Tutorial Title/No.: _____

	Excellent	Good	Fair	Poor	Comments
(1) Organisation					
Logical structure	☐	☐	☐	☐	
Topic was clearly stated	☐	☐	☐	☐	
Clarity of the presented content	☐	☐	☐	☐	
Discussion of implications and outlook	☐	☐	☐	☐	
(2) Content					
Scientific accuracy and quality	☐	☐	☐	☐	
State of the art	☐	☐	☐	☐	
Content accords to the tutorial title	☐	☐	☐	☐	
Coverage of the topic	☐	☐	☐	☐	
(3) Style of slides					
Readability of slides (adequate font size, labels of figures, etc.)	☐	☐	☐	☐	
Amount of information on slides (is there too much text; does the talk correspond to the information on the slides, etc.)	☐	☐	☐	☐	
Understandability and relevance of shown figures/diagrams	☐	☐	☐	☐	
Understandability and relevance of shown equations	☐	☐	☐	☐	
Consistency (style of figures, equations, font, etc.)	☐	☐	☐	☐	

	Yes	No
Do you think this tutorial should be proposed in a future conference?	☐	☐

Additional comments: In case you have further comments please write them down here. Help the speakers to improve their work and stay fair.

Information for Tutorial Speakers

Following item list presents quality criteria for the style of tutorial slides. They should help the speakers to improve their presentation.

(1) First slide always includes title and speaker's name.

(2) The footer must contain page number as well as the affiliation/organization.

(3) Show only figures/equations/… which can be explained and could be understood by the audience.

(4) Avoid Powerpoint "feature overkill" like various fonts, flying icons, too many animations, too many colors, etc.

(5) Every slide you include must be presented. Don't skip any slide.

(6) Slides should guide your talk but not replace it. Avoid too much text, just avoid pure dumpling lists. Support your talk by meaningful figures

(7) Avoid poor contrast

(8) Proper color use: avoid using too many colors

(9) Be consistent in color, fonts, style of figures.