Checklist for Slideshow Presentations

General tips:

- Keep in mind that your audience is not necessarily made up of experts in your field
- Introduce acronyms
- State your research question / hypothesis clearly
- Provide a summary / take home message

Text and pictures:

- Just a few bullet points per slide
- Favor more slides than a few overloaded slides
- Prefer tables, graphs and illustrations over text

Colors:

- Choose monochrome over colored
- If colored, then use colors as information codes

Font:

- Large fonts, not smaller than 20 pt. font
- No serif fonts, no inversion

Layout:

- Consistent across the slides (define slide regions)
- Provide presentations with outline elements (headings for 1-2 levels)

Before and during presentation:

- Test, practice, and measure your presentation time – this very, very important
- If English is not your first language, you might want to "write down" your presentation talk and let an expert proofread it
- Look to the audience (not on the slides)
- Presentation like a weatherwoman or –man, i.e., stay next to and not in front of the presentation