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