HOW TO DELIVER AN
EFFECTIVE PRESENTATION

SLIDE DESIGN

- **Keep it simple:** Quality over quantity. Clean and crisp is powerful.
- **Limit bullets and text:** The best slides may have no text at all. Let your voice do the talking.
- **Avoid cliché Powerpoint templates:** Create your own for a more professional look.
- **Use colour judiciously:** White background with black text is always acceptable. Accepted colours should be selected carefully, and worked into a theme.
- **Choose fonts well:** Avoid using more than two complementary fonts or sizes, and steer clear of serif fonts. Make sure the text can be read from the back of the room.

SLIDE CONTENT

- **Begin with the basics:** Get the audience on board before continuing into the details.
- **Avoid jargon wherever possible:** You may be an expert, but your audience may not be.
- **Use high-quality graphics:** Create and use high-quality, high-resolution figures. Remember, images speak a thousand words.

TIME MANAGEMENT

- **Ensure you know the expected length:** A standard scientific oral presentation is 10 minutes, with 5 minutes of questions.
- **Practice, practice, practice!**
- Reduce the content of your presentation if needed - **don't rush!**

HANDLING QUESTIONS

- Include **extra slides** after the conclusion of the presentation in anticipation of questions.
- Practice with members of your lab to **prepare for challenging questions**.
- If you don't initially know the answer to a question, **take your time and try your best.** An educated effort to respond is always respectable!