Tips for Scientific Presentations

*Modified from original prepared by J. Finkelstein, MD*

1. **Posters**
   * Need to “grab” innocent passerby
   * Banner title, logo if possible
   * Lots of visuals (colors, a few big featuers)
   * Bullets, not prose
   * 4 or 5 Data Panels only
   * Have separate summary & conclusion panels
2. **PowerPoint Presentation (here, for 10-minute presentations)**
   * 10 to 14 slides
     + 1 Title
     + 1 or 2 Background
     + 1 Aims
     + 2 Methods
     + 4 or 5 Data
     + 1 Summary
     + 1 Conclusions
   * Clean Font (e.g., Arial), Clean Style (e.g., bright colors, no fancy stuff)
   * 3 or 4 bullets (8 lines of text) per slide
   * Read every word in order
   * Read every number in tables
   * Keep figures simple
     + No 3-D
     + Take time to orient to figures (axes, colors, etc.)
     + One point per figure
3. **Style**
   * Write it out
   * Check out the room the day before
   * No laser pointers
   * Check your microphone
   * Invite friends
   * Don’t cut it close (e.g., for a 10-minute presentation, aim for 9 minutes)
   * Don’t apologize
   * Anticipate questions & prepare your answers
   * Don’t be defensive. Rather, take the high road.
   * Practice, Practice, Practice