Checklist
Some Guidelines on How to Prepare a Scientific Presentation

January 3, 2017

1 Layout

1.1 Basic Elements
- Section/slide title
- Slide counter
- Presentation title and date (optional)
- Institution name/logo (optional)

1.2 Color Scheme
- Appropriate contrast between text and background
- No "aggressive" color combinations
- Few main colors
- Plain background

1.3 Font
- Neutral and easy to read
- Sufficiently large, e.g. 18pt for main text
- Avoid using only capital letters
- Use a different style for titles/keywords
2 Figures/Tables/Formulas

2.1 Figures
- Captions/numbering (optional)
- Appropriate figure resolution
- Consistent size/placement (if multiple figures on same slide)
- Only relevant details
- Highlight important details
- Image source

2.2 Tables
- Captions/numbering (optional)
- Structure elements (header, row blocks etc.)
- Consistent alignment within the cells
- Only relevant information
- Highlight important data

2.3 Formulas
- Specific font for the variables
- Use formula editor/environment
- Explain the variables

3 Structure
- Title slide
  - Title
  - Your name
  - Presentation purpose
  - Presentation date
  - Institution name/logo (optional)
- Outline/Overview
  - Main points of the presentation
  - No uninformative keywords
- Methods
4 Other

- Avoid crowded slides
- Avoid sentences or long phrases
- Paraphrase, no copy-paste from paper
- Appropriate use of whitespace
- Appropriate way to show information: text/figure/table/formula
- Simple examples
- Highlight of important information
- Talk to the audience
- Explain all relevant details (figure/table/formula)