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

- ❏ Essential theoretical background
- ❏ If necessary, simplify but know the intricate details
- ❏ Results
  - ❏ Used data
  - ❏ Analysis steps
  - ❏ Relevant results
- ❏ Summary
  - ❏ Summary of the approach
  - ❏ Summary of the results
  - ❏ Conclusions, advantages/drawbacks
  - ❏ Future work
- ❏ References
- ❏ "Thank you" slide (optional)
- ❏ Appendix

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)