Quick tips:
Presentations

Key Tip: The presentation is for the audience, not for you. Be focused on guiding them to absorb the information. It is better to present 50% of the information and have them understand all of it, than to present 100% of the information and have them understand none of it.

Structure

- Build your talk around a key message or story. Repeating the key message or returning to the main story keeps the audience engaged.
- Present your story at different depths. Audiences are usually comprised of members with different levels of expertise. Start at the highest level, focusing on the key takeaway messages; then dive deeper and deeper based on the interests of your audience.
- Everything should be relevant to the story. Don't get stuck on information that is not pertinent to the story you are trying to tell.
- Provide a motivation for the audience to connect and care about the research.

Visual Aids

- Any information delivered orally should also be delivered visually. Conversely, everything on the slide should be talked about. If you won't talk about it, don't have it in your slide.
    - This also serves as an outline for your presentation so you won't need notes.
- Use simple language and omit unnecessary words. Complete sentences aren't necessary.
- Make it legible.
    - Keep text at a minimum, and tell your story with images. (One idea per slide).
    - Use 16-point fonts at a minimum, preferably 24 or larger.
    - Label your axes: Axis labels are 14 pt and laid horizontally. You can put the y-axis label on top of the axis so the audience doesn't have to turn their heads to read it.
    - Don't draw anything important on the outer 5% of the screen edges.
    - Make colorblind-accessible figures.
- Make your slide title a conclusion/take-away message.
- Build in breaks. Whether it is to summarize, revisit the main theme of the work, or pause for questions, building in "easy slides" will give the audience time to absorb the information and prepare for more.

Oratory

- Aim to practice the entire talk 3-4 times and the first few slides 5-10 times
    - Develop key phrases to help you explain a complex idea or start a slide.
- Check in with your audience. Look at their faces and try to assess if they understand. (This is where your "break" slides come in handy.) Do not use notecards as this will draw your focus away from the audience.
- Always introduce the axes of a plot before discussing the content of a plot.
- Pay attention to your hands (a pointer gives you something to hold, but also use your hands to make your presentation more animated and engaging).
- Use consistent language. The terminology on your slide should match the terminology you say in your presentation. Omit synonyms that may confuse the audience.

Based on suggestions by Professor Steve Van Hooser and edited by Janna Lowensohn.