

# Presentation checklist

- ❑ Title slide: title, name, lab. Add an interesting image.
- ❑ Number slides, and black text on white background is usually best
- ❑ Go slow. Take pauses. Write “go slower” in your notes!
- ❑ Motivation: Why would my audience care about this method/experiment?  
audience: computational and experimental researchers who want to understand the computations of the brain
- ❑ Tell the audience the “punchline” up front
  - suspense is for English majors
  - enables audience to contextualize new information
- ❑ Roadmap/outline slide: questions that each section will answer  
NOT: “Outline: Intro, Results, Discussion” ← not informative
- ❑ Put the minimum amount of stuff on slide to get the point of slide across
- ❑ Each slide’s title is a declarative sentence describing the main point of the slide
  - minimal text below the title
- ❑ One plot per slide (not an entire figure with multiple panels!)
  - Label plot axes
  - Label plot lines and key data points directly
  - Step through what the plot means (labels/colors). Then interpret the plot.No. Chart. Junk. If you aren’t going to explain a curve, don’t include it.
- ❑ Each figure contains only data which is relevant to the main point of the slide
- ❑ Build up slides. Show results for X, then for Y, then for Z. Do not show X,Y,Z all at once in the beginning.
- ❑ Color scheme is consistent throughout presentation.
- ❑ Plan talking transitions for the upcoming slide
  - Before upcoming slide comes up, say “This slide shows X. Now, I’m going to talk about Y.” Show next slide. Keeps things flowing.
- ❑ Conclusion: End with your punchline.
- ❑ Leave conclusion slide up when answering questions.
- ❑ Have 2-3 discussion points/questions ready at the end.
- ❑ Do not go over your time limit. People get mad. Plan for 35 minutes of presentation.