Preparing slides for scientific presentations
Some guidelines (from the ASA webpage):

Content

For more tips go to www.amstat.org

Make sure the audience walks away understanding the five things any listener to a presentation really cares about:

1. What is the problem and why?
2. What has been done about it?
3. What is the presenter doing (has done) about it?
4. What additional value does the presenter’s approach provide?
5. Where do we go from here?
Some guidelines: Content

- Budget your time. Allow time to describe the problem clearly enough (usually more than 30 seconds!). Leave enough time to present your own contribution clearly.
- Put your material in a context that the audience can relate to. Think that people in the audience may not be familiar with your research area.
Some guidelines: Effective displays

- The fact that you can include all kinds of cute decorations and artistic effects does not mean that you should! Fancy designs or color shifts can make the important material hard to read. Less is more.

- Use a readable font. Think about the size (take into account how large is the room) and the font type (Sans Serif and Arial are good choices). Don’t use italics. NEVER use a photocopy of a standard printed page as a display.

- Try to limit the material to eight lines per slide, and keep the number of words to a minimum.
Some guidelines: Effective displays

- Limit the tables to four rows/columns for readability.
- Don’t put a lot of curves on a graphical display. Busy graphs are hard to read. Label your graphs clearly with BIG, READABLE FONTS.
- Limit the number of equations (keep the audience in mind).
- Don’t fill up the transparency or slide.
- ALWAYS preview your slides before giving the presentation.
Some guidelines: Timing

- Present only as much material as can reasonably fit into the time period allotted. Generally that means 1 slide per minute, or less.
- Talk at a pace that everybody in the audience can understand.
- PRACTICE, PRACTICE, PRACTICE.
Some guidelines: The presentation

- Make sure devices (microphone, projector etc) work.
- Be sure everyone in the room can see your material. Make sure you do not block the screen.
- Never apologize for your displays (do them properly).
- Don’t apologize for incomplete results. It is okay to say, “work is on-going”. Do not say, “I’m sorry that work is not done.”
- When you are done thank the audience for their attention.
- If you are presenting in a session stay for the entire session.