

Basic Tips and Rules for a presentation: The Basics you need to remember

Organize your slides:

- 2 minutes for each slide.
- Don't overload your talk (quality instead of quantity). Leave time for a normal pace (do not double your normal speed of talk).
- A maximum of 4 spectra per slide.
- Text height at least 16pt (bigger is better).
- Put page numbers on slide for questions after the talk.
- Reduce text to a minimum (no entire sentences); note: read whatever is on your slide for the audience.
- If your slides are busy animate them, i.e. show it piece by piece (remember, the audience will either listen to what you say or try to read the entire slide when you bring it up and not follow you).
- Have an agenda, a goal, questions to answer, i.e. motivate your talk and tell what you want the audience to get out of it ("when you go home tonight I want you to remember...").
- Write down (intermediate) results (i.e. take-home-messages) to make a point.
- Sum up all results at the end of the presentation and draw a conclusion. This is the most important slide of your talk (feel free to repeat the open questions or motivation of the beginning). In a 10 minutes talk you may skip this or just put it up while thanking the audience for their attention.
- Acknowledge your coworkers, collaboration or funding agencies either at the beginning or the end. If it is a 10 minutes talk and you are running short on time it's good to schedule it for the end and then either skip it entirely or just put it up while thanking the audience at the end.

While talking:

- Thank the organizers and greet the audience. Open with a joke if you have one.
- Face the audience (last row or one person).
- Don't cross your arms or put your arms in front of your body. Do not hide behind a desk, console or similar.
- Have a maximum of 1 hand in your pocket.
- Don't move around (too much) in order to avoid distraction.
- Speak loudly (louder than in normal conversations); don't rely too much on the microphone.
- Speak clearly, i.e. don't swallow words at the end of your sentences.
- Beware of moving your head away from the microphone or the audience; they won't hear you then.
- Have fun telling a story (like to your mom); bring a message across...
- If it is on your slide you have to explain and use it (don't put spectra on there you don't use or talk about).
- Explain the axis' of your spectra. It's a must; if you think you don't have the time for that restructure the whole story of the talk (slim it down).
- Introduce acronyms the first time you're using them.
- Make use of a laser pointer.
- Rehearse with laser pointer and remote control 2 to 3 times.