

Preparing Scientific Talks

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One should follow these points when preparing a scientific presentation:

1. PowerPoint is typically used to prepare a scientific talk. If at all possible, you should use this software.
2. You should break your PowerPoint presentation into anywhere from 3 to 5 main parts, for example:
 - a) Introduction.
 - b) Procedure Used (e.g., Observations or Experimental Procedure).
 - c) Analysis and Results (note that these could be split into 2 separate parts).
 - d) Conclusion and Acknowledgements.
3. Try not to write too many words on each page.
4. Try to use graphs and/or pictures in your slides, more is better than less. Also, make sure the text on your graphs (i.e., axis labels, tick labels, titles, etc.) is readable from the back of the room.
5. Try to be animated and don't speak in a monotone voice. Also speak loudly enough so that people in the back of the room can hear you.
6. Try not to just read the text on your slides. You can use the text to remind you what to say, but just don't read the text (this is often hard to do).
7. Practice your talk ahead of time to make sure you don't go over the allotted amount of time. This will help you overcome any anxiety you may have.
8. Leave anywhere from 5 to 10 minutes at the end for questions and answers.
9. Make sure you give proper credit in your acknowledgements to those that helped you with the work you performed.
10. Should your talk be on other people's work, make sure you cite the papers that you used to create your talk.