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 50 minutes of presentation.