Visual

❖ Color-blind friendly – websites to find palettes (GraphPad has colorblind palettes)

❖ Reducing white space

❖ Uniformity – titles/text

❖ Avoid distracting/crowded slides

❖ No text walls – they will listen to you or read, but never both

❖ Use PowerPoint palettes to stay in a color theme

Figures and Graphs

❖Figure clarity and size

❖Be careful with greyscale figures – use shapes

❖Lock aspect ratio on images (don't distort)

❖Give take-home messages/summary statements

❖Use titles - can be the overall message

❖Limit figure count per slide

Presentation Order

❖ "tell a story" – comes with time

❖ Practice with others for flow/order

❖ Get to the "why" early in presentation

❖ Funnel – start broad and narrow as you go

❖ "Aims" over outline slides – bring audience back to aims throughout

❖ Summarize aims before seeing all the aims again

❖ Slides at the end of the slide deck as backup

Presenting Skills/Style

❖Use the laser pointer sparingly

❖Arial and comic sans are dyslexic friendly

❖Give credit where it's due

❖Write on your slides maybe? Or don't.. Try it out

❖PowerPoint rehearsal feature

❖Don't over practice

❖Don't memorize your script – ground yourself with parts you want to be perfect

❖Transitions!

❖Transition/pause words – choose carefully, don't use "you know"

❖Bring audience back to main point

Miscellaneous

❖Transitions and animations can be distracting

❖Avoid WordArt/illegible text

❖Citations – make lighter color/smaller text

❖Abbreviated citations

❖SlideMaster is your friend – helps with uniformity

❖ Include slide numbers