

Things to remember

- Make sure the room has everything you need
- Who will be in the audience?
- At most 30 slides per 45 minutes
- At most 7-8 bullet points per slide
- Less is more, so keep it simple
- Use a template for layout, colours and fonts
- Mind image resolutions and page margins
- Proofread
- Use the introduction to gain interest
- Memorize the first two minutes
- Build 3-4 highlights
- Underline with silence
- Prepare explanations of figures and graphs
- Do not compute in public
- If something goes wrong, apologize once
- Last slide with take home message
- Thank the audience and accept the applause
- Answer questions politely

The Science Library
Karoline Moe, Ph.D. in mathematics
Heidi Sjursen Konestabo, Ph.D. in biology



My presentation

AB123C

Photo: Simen Kjellin

Title:

Name:

Introduction

Main message:

B

Outline talk and highlights:

1

2

3

Conclusion (cliffhanger only):

Background and context:

Present yourself and the title

Name:

Position and affiliation:

A

Thank the organizers:

Title of the talk:

Your role in the project:

Other contributors:

First highlight

1

Headline / Result:

Context / Hypothesis:

Advantages / What is new:

Scientific argument / Method / Proof:

Example / Data:

Example / Data shows:

Known weakness:

Future research:

Second highlight

2

Headline / Result:

Context / Hypothesis:

Advantages / What is new:

Scientific argument / Method / Proof:

Example / Data:

Example / Data shows:

Known weakness:

Future research:

Third highlight

3

Headline / Result:

Context / Hypothesis:

Advantages / What is new:

Scientific argument / Method / Proof:

Example / Data:

Example / Data shows:

Known weakness:

Future research:

Conclusion

C

Summary slide listing **1** **2** **3**

What you gain when you combine **1** **2** **3**

Conclusion:

Future research:

Applause slide:

- Contact information
- Main message and conclusion

Expected questions & answer: