

PREPARING YOUR VISUAL AIDS

Your PowerPoint should be an adjunct to your verbal presentation, not a replacement. You should outline your presentation before you put text to slides to ensure that you are telling the story you intend to.

1. Text

- The title should reflect the title of your abstract accepted for publication
- Aim for 6-7 slides total for a 7-minute presentation (a general rule of thumb is one slide per minute)
- Keep slides simple but interesting. Include no more than 4-5 points per slide.
- Limit the amount of information on any one slide. Use keywords and phrases, not whole sentences.
- Text, tables and graphs should be integrated and have similar formatting
- Use sans-serif fonts that are easy to read from a distance, such as Arial

2. Colors

- Place the Northwell Health logo in the left or right top corner
- The Title must be descriptive of the core content
- The *authors names* will appear under the *title*, preferably full name and credentials if space permits.
- Pick 2-3 fonts. Use the same Font for all (size, color, capitalization, alignment)
- Pick only two or three colors. Light or white backgrounds with dark text is best.

3. Images, graphs, and charts

- Use graphs, charts and images that closely follow or complement the findings/concepts expressed in each slide.
- Diagrams, graphs and charts are a good visual aid; they also tend to hold interest better than text. Don't overcrowd your slides, and label images fully.
- Focus on principle results.
- Illustrate your point by verbally discussing a graph or chart.

4. Animations

- Keep animations and transitions to an absolute minimum. These can be distracting and often take up time that would otherwise be used for presenting your work.

DELIVERY

1. Public speaking is difficult, even for the most experienced public speaker. The more you prepare and practice your presentation in advance, the more comfortable you'll feel on the day of.
2. Practice in front of the mirror, record yourself on your iPhone, or ask a friend or roommate to listen to your presentation. Practice while standing up too, since our body language is different when standing. You will likely find your presentation takes longer than you expected, so be sure to time yourself and revise your slides as necessary to ensure you meet time restrictions.
3. Be mindful of the language you use, your pace, tone of voice and non-verbal communication, and how these add to or detract from your presentation. Try to keep your hands visible, out of your pockets, but away from your face. Maintain eye contact with the entire room and remember to stand up straight.

4. It's easy to rely on verbal fillers such as "uh," "um," "you know," and "etc," especially because we use these so frequently in our daily lives. Try to be aware of these and avoid them if possible. You will sound more confident and prepared if you don't use them.

TAKING QUESTIONS

There will be 3 minutes of questions following your presentation. No matter how prepared we are, we tend to think only of the questions that we know the answers to, so it's best to ask a friend, colleague or mentor react to a practice run and ask you to answer questions. The goal is to lessen the likelihood of being surprised by questions and to practice maintaining composure under stress.

- Listen actively to the question; it helps to look directly at the questioner and, if necessary, ask for the question to be repeated or clarified. Often the second time the question is asked is more concise and clear.
- Repeating the question in your own words gives you the opportunity to establish that you have heard and understood the question as intended as well as giving yourself time to think of the reply.
- Pause before you respond, even if you know the answer. A thoughtful pause, especially if you feel under pressure, reminds you to slow down and collect yourself and your thoughts.
- Give yourself some time to come up with an answer by saying, "great question," or "excellent point," and stating that you are happy to answer it.
- If you don't know the answer to a question (e.g., someone asks you how your research relates to a published article you've never heard of), be honest. Tell the questioner you are not aware of the article, that you appreciate his/her question and will look into it. Additionally, if someone makes a (good) point you haven't considered, tell them it's a great idea and that you will consider it for the next stage in your research.
- Good question asking is a skill, too. If someone asks a poor question, be courteous and say, "I hadn't thought about it in that way" or "That's an interesting perspective." Follow up by saying you will think about their point more and that you appreciate their comments.

ADDITIONAL RESOURCES

Giving a Good Scientific Presentation

<https://www.asp.org/education/EffectivePresentations.pdf>

- Learn how to format your poster (format, visuals, text slides, graphic images).
- Prepare the verbal part of your presentation.

Science Communication: Preparing and Delivering a Successful Oral Presentation

https://www.lsu.edu/srp/student_resources/presentation.pdf

- Planning your presentation with the audience in mind.
- Giving the presentation (main idea to highlight, delivery of information, answering questions from the audience).