

# Presentation Checklist



## A. Preparation (>1 week)

- How long is the talk?
- Is a PowerPoint presentation required?
- Audience
- Location or virtual setting
- Determine the main goal
- Create short and engaging title



## B. Refine Message (<1 week)

- Introduction builds a common ground incorporating audience's knowledge base
- Stress the main hypothesis and the take-home-message
- Present important data focusing on answering your main question
- Number of slides (~2 mins/slide)
- Show enthusiasm for your work
- Present clear and concise future directions with examples
- End talk strong with prompts for discussion/questions

## C. Final Rehearsal (1-2 days)



Practice the talk out loud, standing up, and with minimal notes



Check that your sentences flow easily and correct if necessary



Utilize the images on your slides and highlight important findings or information



Stay on time!

## D. Game Day!

- Speak out loud before the talk to warm up
- Exercise or take a walk before to calm your nerves
- Dress to impress!
- Be confident
- Keep good posture
- Make eye contact and keep a steady pace
- Repeat questions if needed and answer briefly
- Redirect the question if necessary

