

Presentation Suggestions (adapted from Academy Health website)

Know Your Audience

Make sure the background information matches your audience's general knowledge level.

Number of Slides

A general rule is **no more than one slide per minute**, recognizing that extra time may be needed to orient your audience to slides displaying data.

Contrasting Colors

Slides should consist of contrasting colors that will show up in a darkened room. Members of the audience may be red/green colorblind. Avoid complicated backgrounds that overwhelm content.

Slide Format

- For text slides, use **24 point font and bullets**, with **no more than four or five bullets per slide**. Bullets should be one or two lines at most and contain no more than six words per line.
- For data slides with a two-column table, you should have no more than five rows. For a three-column table, you should have no more than three rows.

Presentation

- **Introduction**
 - Appropriate attention getter (link to the message you want the audience to take away)
 - Rationale for the study
 - Study questions/hypotheses
- **Method**
 - Design
 - Sampling
 - Data collection
 - Key variables
 - Analytic strategies
- **Results (2-4 slides)**
- **Summary and limitations**

Highlight Most Important Points

When discussing charts/graphs or other data slides, focus your presentation on the significant or interesting data. Don't discuss every variable or finding unless it's important to your study question.

Practice Your Talk in Advance

You should rehearse your presentation at least once in advance, in front of other people if possible.

- Make sure that your presentation fits the time slot allowed.
- Make sure the flow of your presentation matches the slides.
- Don't try to cover too much in a short presentation; if you want the audience to have more information than you can present, bring handouts.