

Guidelines for Presentations

- I. Try to tell a coherent story and relate the results to one common theme.
- II. Take into account the knowledge of the audience about your specific topic.
- III. Each presentation must start with a title page, followed by an introduction/motivation. Put the outline at the beginning or after the introduction/motivation. Finish your presentation with a summary (and outlook). Don't show a slide with "Thank you for your attention" at the end, but keep the summary as last slide on the screen for the discussion.
- IV. Write down the important messages. Omit less important details. Use the slide title or arrows/colors for the main message of the slide.
- V. Don't use too much text! 4 bullet points with keywords and one/two figures per slide are the maximum.
- VI. Introduce abbreviations and symbols when they appear the first time.
- VII. Add a short reference to figures/equations from other people (e.g. [A. Einstein et al., PRL (1905)])
- VIII. Slides must have page numbers in the footer (e.g. on the bottom right).
- IX. Figures:
 - Axes need labels including units. Labels must be sufficiently large.
 - Lines have to be sufficiently thick. Don't use green, light blue, yellow, etc. as line color! Use black, dark blue, red, magenta instead. Multiple lines require a legend.
 - Explain what we can see on the figures! Guide the audience through it since they usually see it for the first time in their life.
- X. Timing:
 - Spend 1 to 2 minutes per slide.
 - Practice the presentation several times at home in order keep the time limit.