Powerpoint

Six steps to Success

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1. Consistency

- Keep design consistent.
  (*Set up slide Master at start*)

- Keep text style simple and consistent.
  (*Changing style distracts*)

- Use minimal text on screen.
  (*30 words per slide max*)

2. Time & Courtesy

- Do not have too many slides
  (*1 slide per minute*)

- Keep to time !
  (*No one will complain if you finish early, it is arrogant to finish late*)

- Leave time for discussion.
  (*Discussion is the lifeblood of a conference*)

3. Colour

- Avoid strong primary colours
  (*No to Red / Green combinations)*

- Background
  (*Too dark – audience may sleep.*
  Too light – can be uncomfortable on eyes)

- Avoid complex backgrounds

4. Clutter

- Avoid animations without a specific purpose.

- Avoid over complex diagrams.
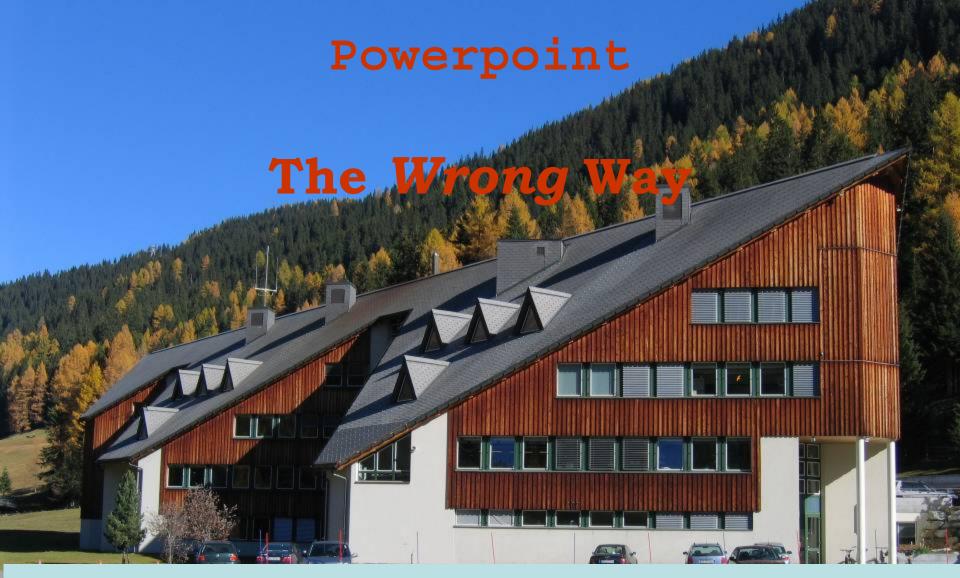
- Avoid too many logos-distract from the message.

5. Presentation

- Keep to time.

- Look at the audience, not the screen.

- Speak clearly and slowly.

- Keep a printed version at hand.

- Practice makes perfect.

6. Summary

1. Keep slides & text simple & consistent.

2. Keep to time.

3. Avoid primary colours & complex backgrounds.

4. Minimise clutter.

5. Present clearly and slowly.

6. Summarise your take home message.

Powerpoint

The *Wrong Way*

Joe blogs
Extremely famous Research Institute
(bet you are jealous where joe works)

1. Consistency

- Do not worry about design as it is what you say that people listen to.
  Insert slides from anywhere you can get them from

- DO NOT WORRY ABOUT TEXT.
  Everyone can read can't they?.

European Cells & Materials Journal (EUR CELL MATER)
Open and Free Access

Wrong Way

- See how many slides you can fit in as the more slides the more information you give people which shows how buy you must be in your doing so much important work which they must hear within your short talk!
  Try double projection and flashy text

- Put as many references in the slides as possible, so people can see either how knowledgeable you are or see how much you publish to show how important you are. (**Richards RG,** (1994) Preparation of slides for presenting as much material as possible in a short time as possible. Procedures in babble, Wally, editors A.K.Roland & A.Einstein.

- Do not worry what type of mixed fonts you use as content is what is important to the audience and actually they are in so much awe of you they wont be aware what is on the slides.

- Do not worry if you have a few too many slides as you can always go through them a bit faster or go slightly over time to save having scary questions. One slide a minute, what a load of tosh, you can click the button at least ten to twenty times in a minute

Wrong Way

3. Colour

- Use strong primary colours

- Background
  I like dark blue though some people like green or red, but that's up to the individual taste

Wrong Way

4. Clutter

- Use as many fancy animations as possible, to show how clever you are.

- Make complex diagrams to show you have lateral thinking and how clever you are and how stupid the audience is that they do not immediately understand the diagram.

- Show your logos on every slide, as who pays your bills and they will appreciate that you show them to everyone you meet.

Sitting in a 3.8-metre sea kayak and watching a four-metre great white approach you is a fairly tense experience

Wrong Way

- Keep to time as much as possible though who will mind if you are 5-10 mins longer, after all you may have travelled a long way and you are the most important speaker.

- Make sure you watch the screen to see and point to what you want the audience to see.

- To fit in all those extra slides, you will have to speak extremely fast to get all that information over.

- Make sure you arrive 1-2 minutes early with your lap top, because you know it will work first time- it always does and doesn't need a test. That's only for nervous types who never speak

- While others speak you can make your talk at the back of the room, as you are not really interested in what others say, as they can not really know anything you don't.