

How to prepare presentation slides for formal presentations

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Table of Contents

- 1 Introduction
- 2 What to avoid
- 3 What to include
 - Text
 - Pictures
 - Tables
 - Graphs
- 4 Conclusion

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Why use slides?

- Visual support
- Guide for the speaker

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What to avoid

- Overloading slides with text
- Pictures as background
- Transitions
- Random colours

This slide is hideous

This text is very hard to read. Not only does it provide no additional information to my talk, but it actually distract from my speech. If a listener attempts to read and comprehend the information displayed on the screen, there is only a very small chance said listener will pay any attention to the speaker, who is actually trying to convey some relevant and hopefully useful information that is at least somewhat related to the topic of this presentation. This text, however, is absolutely useless and should be completely omitted. Further reading of this text will reveal how unproductive it is annd that it is of no benefit to anyone. This slide will probably not be on for a long time, so nobody will actually read the whole thing. Seriously, nobody wants to read a wall full of text. Repeat. This text is very hard to read. Not only does it provide no additional information to my talk, but it actually distract from my speech. If a listener attempts to read and comprehend the information displayed on the screen, there is only a very small chance said listener will pay any attention to the speaker, who is actually trying to convey some relevant and hopefully useful information that is at least somewhat related to the topic of this presentation. This text, however, is absolutely useless and should be completely omitted. Further reading of this text will reveal how unproductive it is annd that it is of no benefit to anyone. This slide will probably not be on for a long time, so nobody will actually read the whole thing. Seriously, nobody wants to read a wall full of text.

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Slide Layout

- Header/Footer
 - Name of the presentation
 - Your Name
 - Slide number
 - Total Number of Slides
- Optional
 - Section
 - Date
 - Contact (e-mail)
 - Organisation

Working with text

- Contrasting colours that go together well (Black on white works best)
- Consistent colours
- Less than 10 lines of text
- Text size 26 – 30pt
- Explanation of all symbols and abbreviations

- Pictures
- Graphs
- Tables

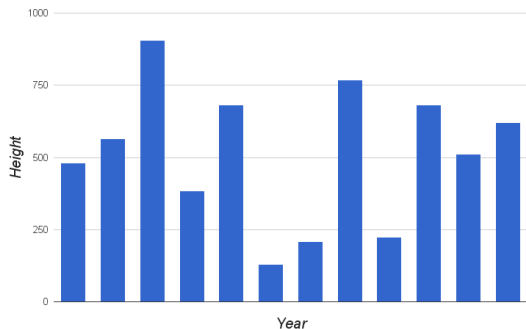


Figure 1: Graph showing something.

Working with Figures

All figures should be:

- numbered
- described with a short caption
- explained in more detail

Do not include too many figures in one slide.

Figure:

- Number
- Caption
- Further oral description

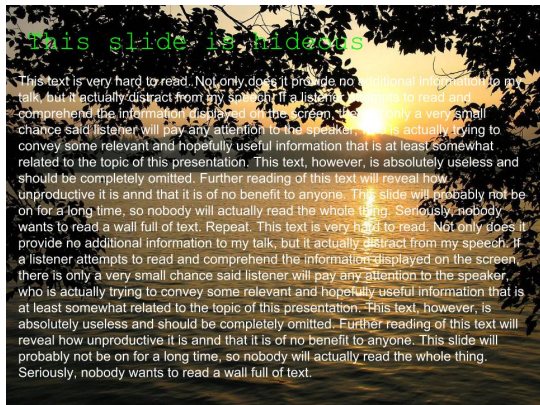


Figure 2: Hideous slide

Working with Tables

- Only show necessary data
(Do not make vary complex tables.)
- Logically order data
- Align numbers right, other text left
- Use the same number of decimal digits
- Label columns and rows
 - Do not forget units
- Distinguish the headers from the rest of the table

Colour	v_0 [km/h]	s [km]	t_r [s]	f_{max} [MHz]
Red	21.0	160	110	1 312
Blue	21.0	160	110	734
Green	22.8	108	93	664
Yellow	21.4	258	110	201
Grey	18.7	360	175	174
Turquoise	18.1	225	105	153

Table 1: Dependence of colour on frequency

Legend:

v_0 .. initial velocity, s .. distance travelled,
 t_r .. time of travel, f_{max} .. maximum frequency

Working with Graphs

There are many types of graphs. Some more appropriate to use than others.

- Avoid 3D graphs
- Use contrasting colours
- Show metrics and units
- The y-axis should start from zero
- Use legend and explain what the values represent

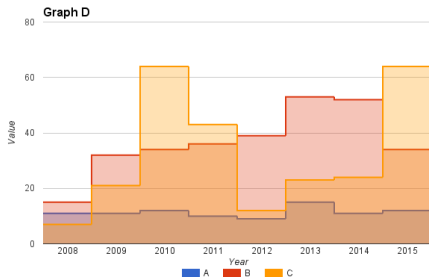
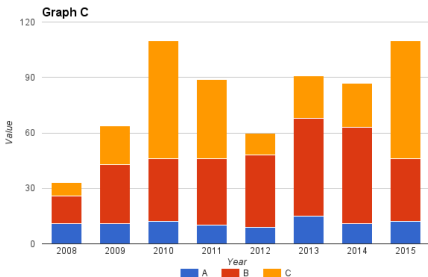
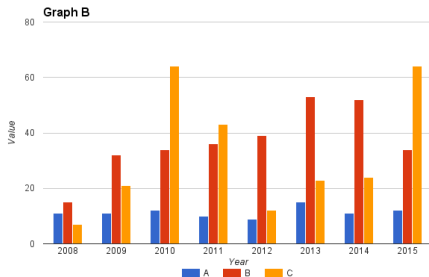
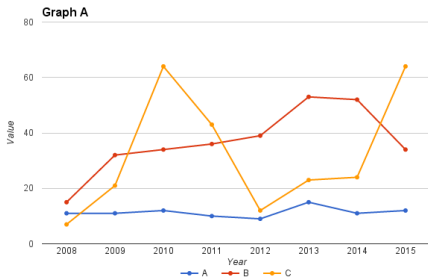


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Key qualities:

- Consistency
- Conciseness
- Coherency
- Common sense

Acknowledgement

This presentation is based on the work of
Ing. David Vyhlídal.

Presentation: “How to Present a Conference Paper”

Thank You for your attention

If there are any questions, I will be happy to answer them now.

Jakub Kaňuk
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