Slide Presentation Checklist

Font Style & Size
- Heading is at least 40 pt
- Text in the body of the slide is 20-24pt
- Text for heading and body is the same size and format on each page
- Font style is a sans serif font (Helvetica, Arial, Myriad Pro, etc.)

Overall Length of Presentation
- 15 minute talk = 10-15 slides
- 30 minute talk = 20-40 slides
- 50-60 minute talk = 40-55 slides
- General Guideline = One slide for every one or two minutes

Text Length
- Try to limit yourself to six words per point – definitely no more than two lines per point
- No more than six points per slide

Heading
- One line, left justified or centered
- If it runs to a second line, choose the line break
- Include the “so what” instead of just the “what”

Reduce the Noise
- Omit slide numbers
- Do not list your name or title or institution on each slide
- The more practice talks you give, the better your presentation will be.
- Keep track of your feedback by writing it down on a printed copy of your presentation

Visuals
- Arranged on the page in the order that your will discuss them
- Simplified and audience friendly
- Include up to, but not more than, three pieces of data for each of your main points or ideas.
- The title for data slides should include the main point or conclusion of the data.
- Simplify your data images by removing noise - labels or elements that you do not talk about and will not help the viewer reach the conclusion you want them to.

Polishing and Proofreading
- Have a friend or colleague read it for grammar and spelling
- Make sure the ideas you present in the introduction and match the ideas you identify in your conclusion
- Practice! Practice! Practice! Give as many practice talks as possible.

Don’ts
- Read from your slides
- Use crazy colors
- Use animations or other distracting elements
- Include audio effects