

## 14CB01 paper presentation guidelines

### Key points

- Power point presentation: 20 min (= 15 +/- 5 slides), i.e., about 1' per slide.
- «Digest» the publication and explain it with your own words, do not repeat what the authors tell exactly.
- It is important to read the background literature cited in the article to understand it well.
- Each participant must ask at least one question for each talk.

### Structure of the presentation

- **Title Slide:** Title of article, reference to the publication, list of authors and their addresses, graphical abstract.
- **Background (3-5 slides):** Start with a short (1 slide presentation) of the corresponding authors, then discuss the state of research prior publication:
  - What are the key questions in the field?
  - What is missing?
  - Why is it important?
  - What are the objectives of the current work?
- **Content of the article (7-13 slides):** Describe and comment what the authors have achieved. Did they reach their objectives? How did they do that? What are the current limitation and what still need to be done in the future? Try to be critical and not only repeat what the authors tell.
- **Conclusion (1 slide):** What is in your opinion the main achievement and main limitation of the work?
- Finish by asking two questions to the audience (1 slide).

### Form of the presentation

#### Design rules:

- Use a simple but clear corporate design for each slide (title, logo...). Your choice of colours affect readability. Whatever you decide, be consistent. If you use colours, it should be to attract attention to what is important.
- Use a clear font with good readability (Helvetica was invented to be the most readable font). Inappropriate fonts take longer to read.
- Use large type size for readability: 18 points or larger. References can be in 14 points fonts.
- Avoid capital letters because it's hard to read!
- For simple chemical structures: try to draw them yourselves.

#### Content presentation:

- Do not put too much information on one slide! (No overlong tables, huge synthetic schemes, do not copy/paste a complete scheme from the publication).
- Do not use too much text, keywords are enough. Limit text blocks to no more than two lines each.
- Break down complex slides to simple slides.

- Every slide should have one sentence statement as a header. The sentence should convey the major point made in that slide. If you read all the titles one after the other, you should be able to get the “story line” of your talk.
- Explain axis of figures shown, expected results and meaning of results achieved.
- Illustrations should be big enough. Try to use a figure instead of text.
- You can prepare a home slide to keep your talk structured. The home slide can work as an evolving working model that helps your audience refocus on your talk. You can come back to the ‘home slide’ at each transition in your talk.

#### General advice:

- Check your English, eventually ask a friend to help you correct it.
- Engage your public (give emphasis, eye contact). Do not face the screen or wall.
- Perform a practise talk with your fellow students to get feedback.
- Memorize the first 5’ of your presentation to ensure a clean start.

#### Learn more from:

- Susan McConnell (Stanford) “How to prepare an effective presentation”  
<https://www.youtube.com/watch?v=Hp7ld3Yb9XQ>

#### How will you be graded?

To evaluate your presentation, four criteria are applied:

- **Criterion 1:** Scientific understanding of the data presented in the paper and underlying concepts, depth of analysis
- **Criterion 2:** Clarity of slides and presentation
- **Criterion 3:** Effort level in preparation and digesting paper content and relevant data in detail
- **Criterion 4:** Ability to answer questions and critique experimental data

For each criterion, you will be given a max of 5 points.

The 20 points are then translated to a scale of 6.