

20.109 Journal Club Workshop

Checklist for Presentations

High-level questions

- *Strategic purpose:*
 - What do you want to convey?
 - What is your objective for the presentation?
- *Organizational structure:*
 - How do you want to present the material to your audience?
 - Why?

Checklist

- Tell a story, highlighting the take-home message
- Show minimal essential data
- Slide titles as messages
- 1 message/slide
- Consistent layout - Fonts, spacing, colors
- Optimize text amount and placement
- Remake figures for a visual platform
- Maximize signal, minimize noise
- Don't end on a "Questions?" slide
- Proofread slides
- Practice what you will say for each slide