

Checklist for making amazing 20.109 proposal presentations

Make a coherent story

- Structure the talk before building slides
- Explain the problem or need without sounding like a textbook
- Explain why your proposal is interesting and how it matches the problem
- What questions do you need to answer?
- How will your experiments answer those questions?
- Explain aims and methods in a logical sequence and make explicit transitions
- Likely outcomes and alternative methods

Make effective slides

- Slide titles are messages, even in background and conclusion sections
- Visuals and spoken content complement each other
- Minimal essential text, no extra graphic elements or visual noise
- Last slide presents a summary of your proposal, not just "Questions?"

Present powerfully

- Decide who will present what, share the time without excess switching
- Have a strong first line, transitions, and last line
- What are likely questions? Make adjustments or have extra slides as needed
- Convey excitement, emphasize/explain important info so it's easy to grasp

- Practice alone**
- Practice together**
- Practice with a Comm Lab fellow**
- Practice in the room**