

Some pointers on giving talks

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Clearly state what your talk is about and why it is important

- Start your talk by saying clearly
 - 1) **what** you are going to talk about
 - 2) **why** your topic is important
and how your talks fits into the “big picture”
 - 3) if it is not clear from the context: **who** you are!

Example:

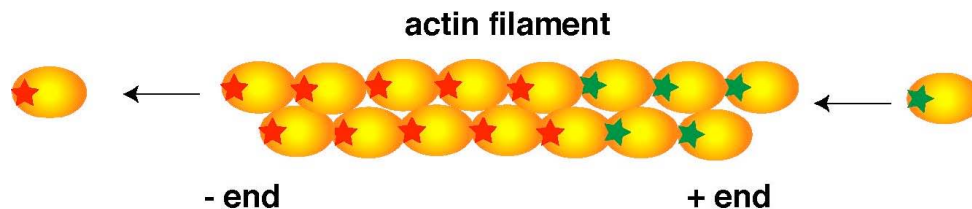
My name is Jan Lipfert, I am a professor of experimental biophysics at the University of Munich. In this talk, I will give advice on how to structure and deliver an effective presentation. Presenting your thoughts and results clearly and convincingly is an important skill, both in science and in other professional settings.

“PROBLEM – SIGNIFICANCE – APPROACH”

Thoughts on effective slides

- If you have several points, bring them in one by one; Animate your slides (though don't overdo it)
- Don't put too much text! (In particular, there should be considerable less text than what you intend to say)
- Use images that help explain and/or illustrate what you say

Example 2:



-  actin monomer bound to ADP
-  actin monomer bound to ATP

Example 1:



General formatting pointers

- Start with a **title slide**, that has the title of your talk, your name, possibly your affiliation, and some interesting image.
- Finish with a **conclusion slide**, unless your talk is very short.
- Use sans-serif fonts (e.g. Arial or Verdana) and **avoid** serif fonts.
- Avoid fonts smaller than font-size 18-20 (16 for references).
- Make sure all graphs have (large!) labels on the axes, use large enough symbols, and avoid faint colors such as cyan or magenta (which are hard to see on projectors).

References

- In general, put the reference on the slide where they refer to
- There is a grey area, but for scientific talks, make sure to reference all major results / images / data shown, if they are not your own
- There is no universally accepted format for references; personally, I recommend a style like (or similar to) this:

Mustermann, *et al.* *Journal Name* (2014)