

Here are some widely accepted recommendations for authors preparing a 15-minute PowerPoint presentation for a scientific conference:

General Structure and Timing

- * Slide Count: Aim for approximately 10-12 slides. This allows for about 1 minute per slide, with a little extra time for the title, introduction, and conclusion. More than 15 slides can feel rushed.

- * Time Management: A 15-minute slot is typically broken down as follows:

 - * Presentation: 12-13 minutes.

 - * Questions and Answers: 2-3 minutes.

- * It is crucial to practice your presentation to ensure it fits within the allocated time.

Content and Flow

* Title Slide (Slide 1):

- * Title of the presentation.

- * Author(s) and their affiliations.

- * Conference name and date (optional).

* Introduction/Background (Slides 2-3):

- * Introduce the research topic and its significance.

- * State the problem or gap in current knowledge that your research addresses.

- * Clearly state the research question or hypothesis.

* Methods (Slides 4-5):

- * Briefly describe the experimental design, materials, and key procedures.

- * Use diagrams or flowcharts to simplify complex methods. Avoid getting bogged down in minute details.

* Results (Slides 6-9):

- * Present your most significant and compelling findings.

- * Use graphs, charts, and tables to visualize data.

- * Label all figures clearly and ensure they are easy to read from a distance.

- * Focus on the key takeaways from each result, not just a list of data points.
- * Discussion/Interpretation (Slide 10):
 - * Interpret the results in the context of your research question and the existing literature.
 - * Discuss the implications and significance of your findings.
 - * Address any limitations of your study.
- * Conclusion (Slide 11):
 - * Summarize the main findings in a few concise bullet points.
 - * Reiterate the key take-home message of your research.
- * Future Work/Acknowledgments (Slide 12):
 - * Mention future directions for the research.
 - * Acknowledge collaborators, funding agencies, and any other individuals or groups that contributed to the work.

Design and Visuals

- * Simplicity and Clarity: Keep slides uncluttered. Use a clean, professional template. Avoid excessive use of animations or sound effects.

* Font: Use a sans-serif font (e.g., Arial, Calibri, Helvetica) that is large enough to be read from the back of the room. A good rule of thumb is at least 24-28 point for body text and 32+ for titles.

* Color: Use high-contrast colors (e.g., dark text on a light background or vice-versa). Be mindful of colorblindness. Avoid red-green combinations.

* Bullet Points: Use bullet points sparingly. Use short, concise phrases instead of long sentences. A good guideline is no more than 5-6 lines of text per slide.

* Graphs and Figures:

* Ensure all axes are clearly labeled and the legends are easy to understand.

* Use large font sizes for labels.

* Use high-resolution images to prevent pixelation.

* Multimedia: Embed videos or animations only if they are essential to explaining a concept and

you have a reliable way to play them during the presentation.

Presentation Skills

- * Practice, Practice, Practice: Rehearse the presentation multiple times to ensure you are comfortable with the material and the timing.

- * Notes vs. Reading: Do not read directly from your slides. Use the slides as visual aids and speak to the audience. Use note cards or presenter view to guide your talk if needed.

- * Engage the Audience: Make eye contact, vary your tone, and speak clearly and at a moderate pace.

- * Be Prepared for Questions: Think about potential questions the audience might ask and prepare brief, clear answers.

- * Technical Backup: Have a backup of your presentation on a USB drive or in the cloud.

Consider having a PDF version as a last resort.

By following these guidelines, authors can create a clear, engaging, and impactful presentation that effectively communicates their research to the conference audience.