



SGEM Vienna GREEN – Extended Scientific Session

International Scientific Conference on EARTH & PLANETARY Sciences

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POWER POINT PRESENTATION

KEY GUIDELINES

- ✓ Use 1-2 slides per minute of your presentation
- ✓ Write in point form, not complete sentences
- ✓ Include 4-5 points per slide
- ✓ Avoid wordiness: use key words and phrases only
- ✓ Do not use distracting animation - however, overdoing animation can detract from your presentation's content
- ✓ Do not go overboard with the animation
- ✓ Be consistent with the animation that you use
- ✓ Use at least an 16-point font
- ✓ Use different size fonts for main points and secondary points
- ✓ Use a standard font like Times New Roman or Arial
- ✓ Use a colour of font that contrasts sharply with the background
 - Ex: blue font on white background
- ✓ Use colour to reinforce the logic of your structure
 - Ex: light blue title and dark blue text
- ✓ Use colour to emphasize a point
 - But only use this occasionally
- ✓ Use backgrounds which are light
- ✓ Use the same background consistently throughout your presentation
- ✓ Use graphs rather than just charts and words - a well-chosen chart or diagram can often convey much more to your audience than can simple bulleted text
 - Data in graphs is easier to comprehend & retain than is raw data
 - Trends are easier to visualize in graph form
 - Always title your graphs
- ✓ Use an effective and strong closing
 - Your audience is likely to remember your last words
 - Use a conclusion slide to:
- ✓ Summarize the main points of your presentation
- ✓ Suggest future avenues of research
- ✓ End your presentation with a simple question slide to:
 - Invite your audience to ask questions
 - Provide a visual aid during question period
 - Avoid ending a presentation abruptly