

Preparing slides with \LaTeX for scientific presentations

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Some guidelines

For more tips go to www.amstat.org.

- Five things any listener really cares about a presentation :
 - What is the problem and why?
 - What has been done about it?
 - What is the presenter doing (has done) about it?
 - What additional value does the presenter's approach provide?
 - Where do we go from here?

YOUR CONFERENCE PRESENTATION

HOW YOU PLANNED IT:



HOW IT GOES:



HOW YOU PLANNED IT:



HOW IT GOES:



Some guidelines: Content

- Use your slides to complement your speech, not overpower it.
- Budget your time.
 - Allow time to describe the problem clearly enough (usually more than 30 seconds!).
 - Leave enough time to present your own contribution clearly.
- Put your material in a context that the audience can relate to. Think that people in the audience may not be familiar with your research area.

Some guidelines: Effective displays

- Choose a basic template
 - Fancy designs or color shifts can make the important material hard to read. **Less is more.**
- Pick easily distinguishable colors.

Some guidelines: Effective displays (contd)

- Avoid fancy fonts
 - font size: take into account how large is the room
 - font type: Sans Serif and Arial are good choices.
 - Don't use italics
 - NEVER use a photocopy of a standard printed page as a display.

Some guidelines: Effective displays (contd)

- There should be fewer words on the slide than in your speech.
 - Try to limit the material to eight lines per slide
 - Limit tables to four rows/columns for readability.
 - Don't put a lot of curves on a graphical display.
 - Limit the number of equations.

Some guidelines: Effective displays (contd)

- Use bullet points wisely.
- Put important info in the top two-thirds of the slide.
- Use visuals to your advantage.
- ALWAYS preview your slides before giving the presentation.

Some guidelines: Timing

- Present only as much material as can reasonably fit into the time period allotted. Generally that means 1 slide per minute, or less.
- Talk at a pace that everybody in the audience can understand.
- PRACTICE, PRACTICE, PRACTICE.

Some guidelines: The presentation

- Make sure devices (microphone, projector etc) work.
- Be sure everyone in the room can see your material. Make sure you do not block the screen.
- Never apologize for your displays (do them properly).
- Don't apologize for incomplete results. It is okay to say, "work is on-going". Do not say, "I'm sorry that work is not done."
- When you are done, thank the audience for their attention.
- If you are presenting in a session, stay for the entire session.

Thank you!

Questions?