



# Notes

## oral presentations

- Structure:* Title+author, contents, introduction, body, summary.
- First Slide:* Title+author + contents  
or contents on second slide
- Last Slide:* summary
- Slide Layout:* heading: on top  
body: large graphics / large text font (not less than 18 pt.) --> readability!!  
only topics / keywords on slides, not complete text passages  
footer: slide number (in case you drop the pile ;- ) no date (reusability)
- Slide Count:* about 1 slide for 2 minutes presentation  
in your talk, be prepared to explain all figures on a slide – otherwise drop the slide!
- References:* none (only if quoted verbally on slide)
- Presentation:* try to talk free using the slides as anchor points for your talk  
(try eye-contact with the audience, if possible)  
if you feel the need for reading a prepared manuscript, practice before.  
*never* include verbatim text passages of the original into your manuscript !  
(--> *intellectual property*)
- Keep track of time:* you can spoil the best presentation by not staying within your time limit!  
plan your talk for 15 min.; you must not exceed 20 min.  
about 5 min. of discussion will follow