Tips for Session Organizers & Presenters

Organizing or Participating in a Panel Session:


Click the BOOK image to order POWERFUL PANELS: A Step-by-Step Guide to Moderating Lively and Informative Panel Discussions.

Tips on Preparing a “TED Style” Talk:

Here are example videos on giving Ted Style talks to assist you with preparing your presentation. Remember, you will only have 7 minutes + 3 minutes for Q&A.

How to give a Great TEDx talk [Length: 3:31] [https://www.youtube.com/watch?v=6H67JgLwyF4]

Still don’t think you can give a “science” presentation in seven minutes? Here is a sample presentation on a complicated subject given in less than seven minutes using just a few slides. [http://www.ted.com/talks/nina_tandon_could_tissue_engineering_mean_personalized_medicine]

How to sound smart in your TEDx Talk | Will Stephen | TEDxNewYork [https://www.youtube.com/watch?v=8S0FDjFBj8o]

Tips on Preparing PowerPoint Presentations:

How to Give an Awesome (PowerPoint) Presentation [Length: 2:53] - [https://www.youtube.com/watch?v=i68a6M5FFBc]

To ensure presentation visibility from any seat in the room, use the following minimum font sizes:

- **Title:** Bold Typeface minimum 40 pt size
- **Subtitles:** Bold Typeface minimum 32 or 36 pt size
- **Text and Figures:** Bold Typeface minimum 24 or 28 pt size

**Note:** Sans-Serif fonts e.g. Arial or Verdana are easier to read in a large room

- The 6x6 readability rule: **no more than six words per line and six lines per “page”** (i.e., Arial font size 40).
- Use upper and lower case letters rather than block: ALL CAPS CAN BE DIFFICULT TO READ.
- Lines that are used for emphasis should be bolder than background lines or borders.
- Use contrasting text and background colors (white or yellow text on blue or black background).
- Avoid using the color red as it tends to bleed into the background and is generally difficult to read.
- To ensure a safety zone for over-projection, leave a ¼-inch border, with no text or graphics, around your slide. Otherwise, logos close to the border of your slide may be cut off.
- **For a quick readability check:** Stand back ten feet from your 14” monitor. If you cannot read the text clearly, your point size is too small for projection.

Even the most seasoned scientist will appreciate this online publication and find helpful tips on improving the effectiveness of poster and slide presentation design. “**The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid**” by Michael Alley of Penn State. [writing.engr.psu.edu/csp.html] NOTE: We use Microsoft PowerPoint (2013).