

Presentation checklist

- ❑ Title slide: title, name, lab. Add an interesting image.
- ❑ Number slides, and black text on white background is usually best
- ❑ Go slow. Take pauses. Write “go slower” in your notes!
- ❑ Motivation: Why would my audience care about this discovery/theory/method/application?
- ❑ Audience: Researchers in AI, computational neuroscience, brain science, and robotics who seek to understand brain mechanisms, uncover the principles of intelligence, and apply them to robotics.
- ❑ Tell the audience to contextualize new information
- ❑ Roadmap/outline slide: questions that each section will answer
 - NOT: “Outline: Intro, Results, Discussion” ← not informative
- ❑ Put the minimum amount of stuff on slide to get the point of slide across
- ❑ Each slide’s title is a declarative sentence describing the main point of the slide
 - minimal text below the title
- ❑ One plot per slide (not an entire figure with multiple panels!)
 - Label plot axes
 - Label plot lines and key data points directly
 - Step through what the plot means (labels/colors). Then interpret the plot.
 - No. Chart. Junk. If you aren’t going to explain a curve, don’t include it.
- ❑ Each figure contains only data which is relevant to the main point of the slide
- ❑ Leave conclusion slide up when answering questions.
- ❑ Have 2-3 discussion points/questions ready at the end.
- ❑ Do not go over your time limit. People get mad. Plan for 40 minutes of presentation.