Presentation Tips

- Know your audience (95% will be DOs; most common specialties are family medicine and internal medicine)
- Arrive early – at least 45 minutes before your scheduled lecture time
- Leave time for Q&A (10 minutes)
- Do not read your presentation
- Be sure your presentation can be easily read

Required Slides

Slide 1: Title Slide, including speaker's name
Slide 2: Disclosure slide
Slide 3: Learning objectives
Last Slide: 3-5 pearls for participants to implement in their practice

Slide Design Tips

- **Background**
  - Choose a simple theme or build your own from a blank template to minimize distraction
  - Branded slides are not permitted
- **Color**
  - Make sure the contrast between your background and foreground colors is easy to read
  - Light or white backgrounds with dark text are best for most lighting conditions and large rooms
  - Dark backgrounds with white or light text work in low light conditions
  - Three or few colors are best (including accent colors)
- **Font**
  - No more than two font styles should be used per slide
  - Sans serif fonts are much easier to read on a screen
- **Graphics and Images**
  - Choose simple, clean graphs
  - Avoid complex graphs that are difficult to read (three-dimensional, data-heavy)
  - Avoid using trademarked or copyrighted images without permission (i.e., Disney, Starbucks, etc.)
- **Animations**
  - Use sparingly, if at all
  - Use "Appear" and "Dissolve" slide transitions; avoid "flying" or "zooming"
  - Put links to videos in the center of the slide; preload prior to the start of the lecture; avoid weblinks when internet connection is unknown or limited

Content Best Practices

- **Number of slides**
  - Less is more
  - 1 ½ slides per minute (ex: 50 minute lecture equals 75 slides or less)
- **Text**
  - Title each slide
  - Text should be 18 points or larger
  - Minimize amount of text on each slide. Better to use two slides with less text than one slide that is unreadable
  - Use bullet points consistently and correctly
  - Limit number of bullet points to three or four per slide
  - Leave space between lines for easier reading
  - Use bold, italics, or color for emphasis on specific words, no underlining

- o Avoid using all CAPS except in titles
- o Define acronyms
- **References**
  - o Site the sources of information, studies, data to give credit where it is due and to avoid the consequences of plagiarism
  - o Obtain the proper permissions to use copyrighted materials, including images, videos and music
  - o Include a bibliography slide for all resources/references
  - o Format references to commonly used and accepted styles including APA, MLA or Chicago style. Google Scholar Citations can generate a list of references by style.

Cite	
MLA	Marsaglia, George, and Wai Wan Tsang. "The ziggurat method for generating random variables." *Journal of statistical software* 5.8 (2000): 1-7.
APA	Marsaglia, G., & Tsang, W. W. (2000). The ziggurat method for generating random variables. *Journal of statistical software*, 5(8), 1-7.
Chicago	Marsaglia, George, and Wai Wan Tsang. "The ziggurat method for generating random variables." *Journal of statistical software* 5, no. 8 (2000): 1-7.
Harvard	Marsaglia, G. and Tsang, W.W., 2000. The ziggurat method for generating random variables. *Journal of statistical software*, 5(8), pp.1-7.
Vancouver	Marsaglia G, Tsang WW. The ziggurat method for generating random variables. Journal of statistical software. 2000 Oct 2;5(8):1-7.

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