



Preparing PPT Presentations for HUG 2024

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Preparing Presentations for HUG 2024



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1. Introduction- Purpose

The purpose of your presentation is to

Communicate

(to share the findings of your research)

2. Planning your presentation



Main points and the order in which they are presented

Discuss the main idea/argument

Arrange ideas in a logical Order

Use Visuals (images, charts, tables, etc) where necessary

Do NOT use images for decoration

Summarize the main ideas

Do not introduce new ideas at this point

2. Planning your presentation

Remember!

your audience is listening, not
reading!

But what you show them on the
screen is important!

3. Structure of your presentation

Use a **simple and clean** template if you are using a pre-defined PowerPoint template

Introduction

Dr. Mirjam Nilsson holds a Ph.D. in human biology from Glenwood University

- 20+ years of research in the field of cell m
- Author of "Our Bodies, Our Cells" and sev
- Trey Research board member

Scientific findings

SOLUTION

CLOSE THE GAP
Our product makes consumer lives easier, and no other product on the market offers the same features

TARGET AUDIENCE
Gen Z (18-25 years old)

EASY TO USE
Simple design that gives customers the targeted information they need

20XX Pitch deck title 4

SUMMARY

With PowerPoint, you can create presentations and share your work with others, wherever they are. Type the text you want here to get started. You can also add images, art, and videos on this template. Save to OneDrive and access your presentations from your computer, tablet, or phone.

MONDAY, FEBRUARY 12, 20XX 12

Creating your own Structure- Backgrounds

Avoid overly colorful and textured
backgrounds

This is not a good background
for your purpose

Creating your own Structure- Backgrounds

Avoid overly colorful and textured backgrounds

**This is not a good background
for your purpose**

Creating your own Structure- Backgrounds

Avoid overly colorful and textured backgrounds

Use a
white background
as a rule of thumb.

Do NOT add a Border
to your slides

Always keep clear space (Margins) around your contents

The body of your presentation

The body of your presentation must be clearly organized with the main points highlighted. One effective technique is to number your ideas. Any new idea to your audience needs to be presented simply with supportive evidence or examples to make it more easily understood. Each important idea should be presented several times in different ways within the body of your presentation. Your audience needs several opportunities to absorb the most important ideas' full meaning and significance. It is also important to state the links between your ideas clearly. The body is where you develop your main ideas/argument, using supporting ideas/evidence. Use techniques that make it easy for the listener to follow your talk:



- Use **1-2 slides per minute** of the presentation
(depending on your research and subject area)
- Use **Point form** instead of complete sentences
- Do not use more than **4-5 points per slide**
- Avoid lengthy **paragraphs**
- Always use a clear area/margin around the text

The body of your presentation

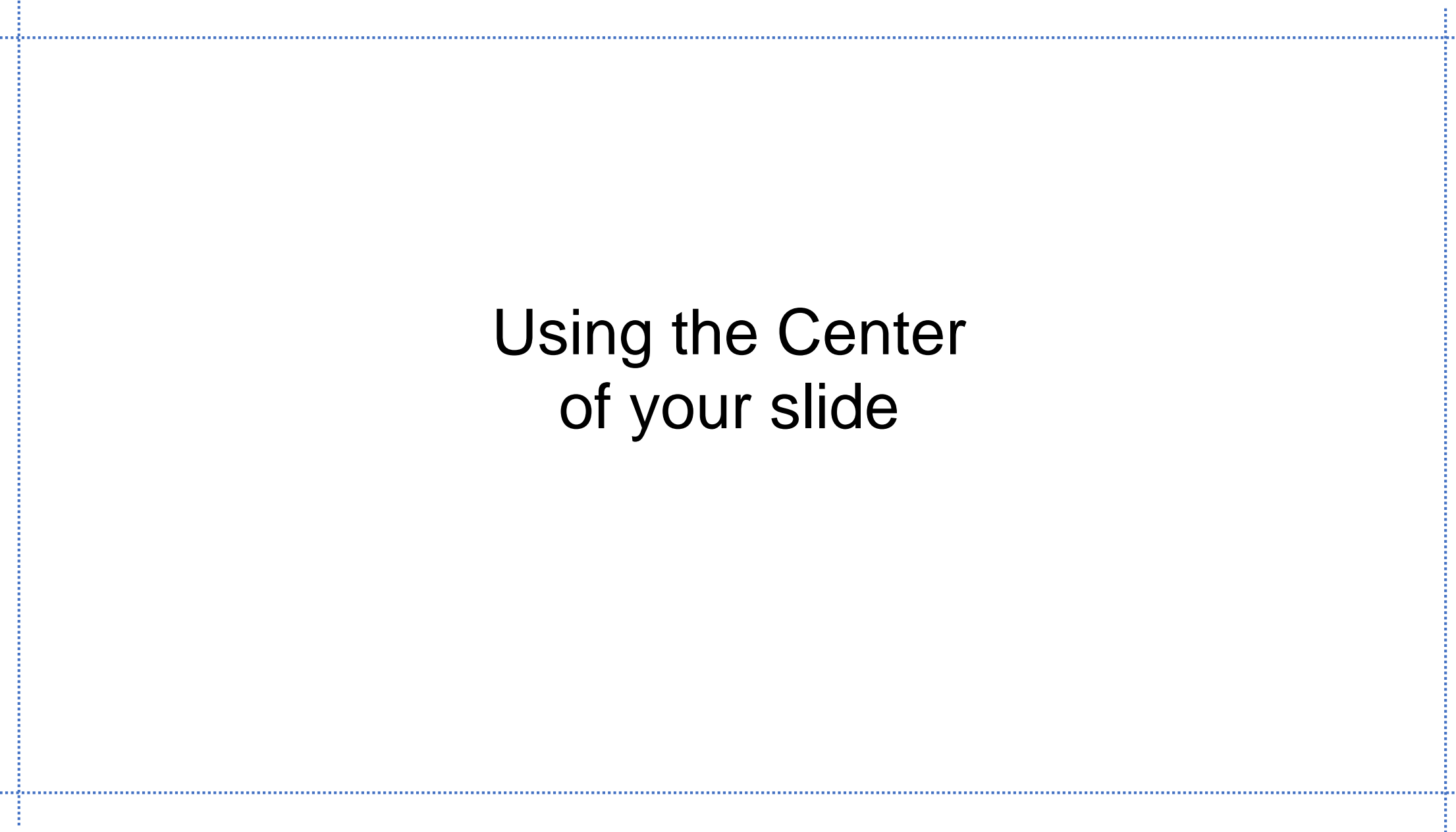
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- Each important idea should be presented several times in different ways within the body of your presentation.
- Your audience needs several opportunities to absorb the most important ideas' full meaning and significance.





Using the Center
of your slide



Using
Two columns

Using
Two columns

Type/Fonts

- Avoid using **Complicated** or **decorative** and *handwritten* fonts
- **AVOID USING ALL CAPS**
- Avoid using very small font sizes.
- Avoid using many different font colors for decoration



- Use fonts **consistently**
- Use a common font throughout the presentation. Ex: English- **Arial**, **Human Sans**, Times New Roman (better to use a sans serif font)/ Sinhala- **FM-Abhaya**, **FM-Malithi**
- Use different font sizes for different sections consistently.
Titles/Subtitles/body text/References



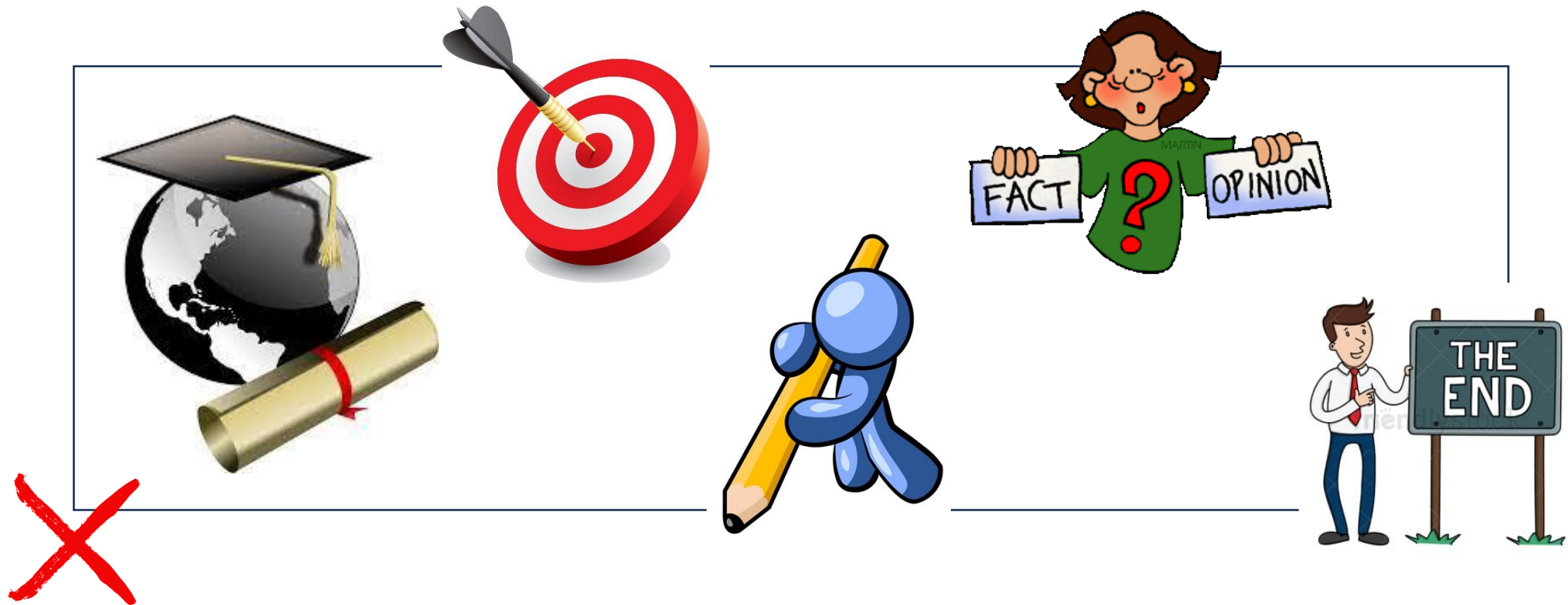
Animations and Slide transitions

**Do not
use
distracting
animations
like this!**



**If you want
to emphasize
certain points
use the
'Appear'
animation**

Do not use any images or clip art for decoration of the sections or points
Don't use images to Convey a general idea



Avoid using superimposed images or photo collages



Mohenjo-Daro Columns
of a building



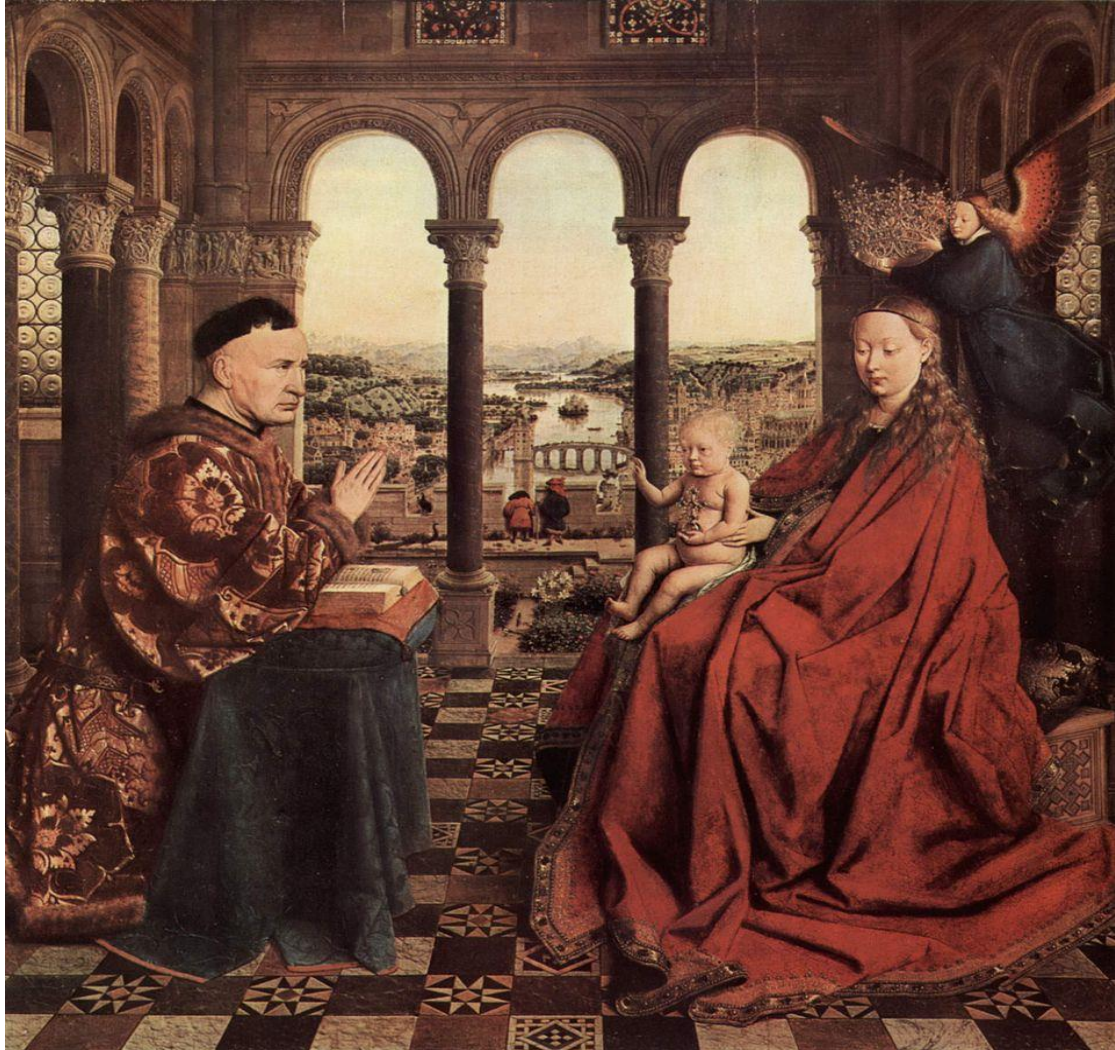
Harappa Granary



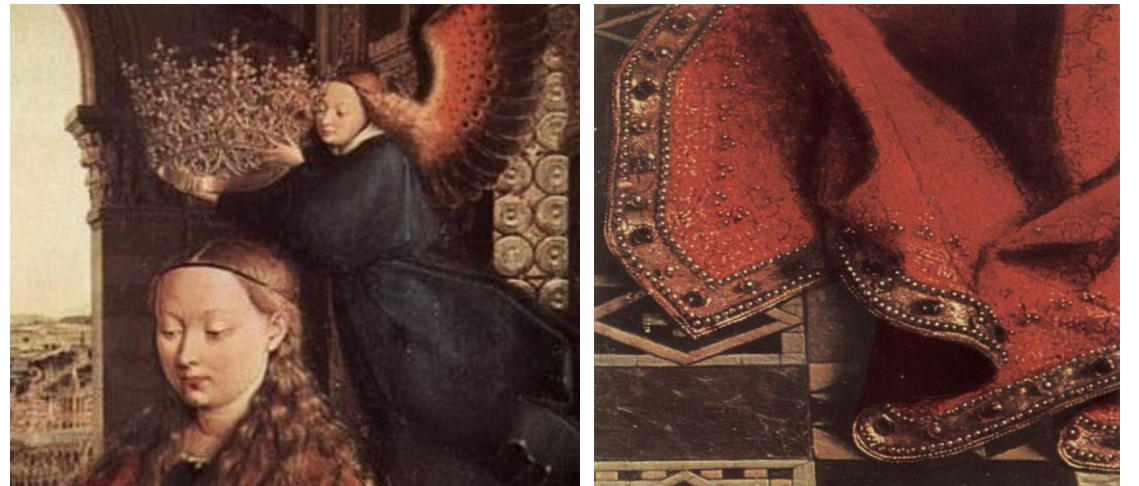
Mohenjo-Daro Granary



Do not use more than one image in a single slide



Madonna of Chancellor Rolin, Jan van Eyck, 1435



Madonna of Chancellor Rolin, details, Jan van Eyck, 1435

Do not use more than one image (Unless you are comparing them)



Maestà, Cimabue (1240 – 1302)



Virgin of the Rocks, Leonardo da Vinci (1495-1508)

4. Preparing yourself for the presentation/ Checklist

Time constraints

10 minutes to present/ 5 minutes for Q & A

Practice/ rehearse

Time your practice sessions to make sure your presentation fits the symposium time slot

Checklist

Check the Presentation for any language errors/ grammar and spelling mistakes

Make sure you use commonly used fonts for the slides

Make sure the presentation can be delivered in the desired time.

Thank you!