



Guidelines for Presentations by the BEST Programme Students

You have 15 minutes to present the work you have done for about eight weeks. It may appear that the duration of 15 minutes is too short a time to present all that you have done. But if you prepare your presentation carefully, it is actually plenty of time. Please follow the following guidelines in preparing your presentation.

- i. Introduction and background to your problem including motivation: 2 slides
(You have to use these two slides judiciously to give the right pitch to your presentation. Avoid mentioning things that most people know such as what the second law of thermodynamics is or how a haemocytometer works. Come to your point and define the key concepts that are directly relevant to your problem. Mentioning relevant work is also very important. But do not simply list all that you know or have read. You should mention only the relevant work of others and how your work build on those. After these two slides, the motivation for your work should come out clearly to the audience.)
- ii. A clear statement of the problem you solved or the question you addressed: 1 slide
(This is a key slide. Work on it so that it captures the essence the problem you have solved or investigated.)
- iii. An outline of the method (computational or experimental or analytical): n slides
(Note that in 15 minutes, you cannot teach the audience about your method. So, do not present all the details. Provide unambiguous outline of the method you have followed. Highlight the challenges you have faced and how you have solved them. If you have equations, present the key equations and be sure to say what each symbol stands for. If your work is a simulation, include a flow chart to explain what you have done. But do not go into details that cannot be explained in a short time. If your work experimental, show the experimental details with a sketch of your equipment. A photograph will help too. Briefly mention your procedure and describe how analyzed and interpreted the data.)
- iv. Important results: (8-n) slides
(Results are of course very important. This and item (iii) should be equal to eight slides. Distribute the five slides properly between items three and four. Decide where the interesting part lies--in the method or results. Allocate the number of slides accordingly. If you have graphs, clearly mark the axis labels and indicate units. They should be large enough to be legible for the person sitting at the back. If it is a photograph, label all parts clearly. Highlight the important aspects of your results. Did you get what you anticipated or were you surprised by the results? Discuss the results by interpreting them intelligently.)
- v. Summary and conclusions: 1 slide
(You should have not more than four bullet points. The first point is the statement of the problem and the last one is the most important result you have. Use the other two to highlight the important aspects of your work. Keep in mind, what you put here is what the audience remember the most.)

vi. Acknowledgment: 1 slide

(Clearly indicate all the help you have received.)

As shown above, we recommend 13 slides for 15 minutes. So, you must pace your presentation so that you do not spend more than one minute per slide on the average. Even if you are slowed down here and there, you will finish it within 15 min leaving ample time for questions. Rehearse with your friends or do it yourself by speaking aloud.

Format your slides so that they look appealing to the audience. Do not use less than **18 points** for the text. Remember the person sitting in the last row. Do not over-use colors; they could be distracting. Keep the figures sharp and clear. Choose a background for your slides appropriately. It is a good idea not to use the background templates available in the Power Point; people have seen them all before! Do not make it jazzy. Keep it simple but attractive.

Wrong spellings distract the audience and it exposes your carelessness and lack of attention to details. So, check and re-check your presentation.

Remember that a good presentation needs conscious effort. So, start early, refine a few times, and rehearse well. Speak slowly and clearly. Do speak audibly but not too loudly. Your style of presentation should show the confidence with which you have carried out your work. The audience should get the feeling that you know what you have done.