**Oral Presentation Tips**Overall Slide Design

* Plan for one slide per every one to two minutes.
* Two (2) facts per slide
* Design Standard: Six lines of text per slide or fewer.
* Two simple slides are better than one complex slide.
* Be selective with graphics, they should support, not detract from your information.

## Color

* Use basic colors with high contrast between your background and text colors.
* Dark blues or greens with white or yellow text are recommended.
* Do not use more than three colors on a single slide, if possible.
* When choosing text color, avoid pastels, which cannot be seen by color-impaired audience members, and red, which does not project well.
* Highlight sparingly, using bright yellow.
* SGIM discourages black and white/grayscale PowerPoint slides.

## Font and Font Size

* We recommend using a title font size of 40 or 44 point and a main text font size of 24 - 36 point for lecturing in a large room. Size 18 point text may be legible, but only with difficulty.
* We recommend using a sans serif font for your slides (examples: Arial, Tahoma or Verdana).
* Avoid using bold and italics. Simple is better.

## Graphs, Charts, Pictures, and Tables

* Create your own graphs and charts. Remember: using material from a publication may violate copyright laws unless the publisher grants permission or you are the original author.
* For slides with a two-column table, the maximum number of rows should not exceed five; for a three-column table, the maximum number of rows should be three.

## Graphic Design Tips

Graphics can enhance your lecture, helping you maintain audience interest, and helping the audience remember important points.

* Make sure that information on your graphs, tables or figures matches the text on the slide.
* When presenting in a large meeting room or ballroom, design your graphics so they are legible to the person in the last row.

**Speaking in Public**

Prepare a concise presentation that fits within the allotted timeframe without rushing. Practice, practice, practice! Public speaking is an art.

Online Resources:

Large Group Teaching in Medicine (Geoff Stetson and Brad Sharpe, UCSF): <https://www.youtube.com/playlist?list=PLRGsEja6ulHYYH7wKh2SpA5zdO5U-ObYE>

Colin Purrington: <http://colinpurrington.com/tips/science-talks>