Important Points for Preparing Slides

• what do you want the audience to understand?

• make your slides easy to digest
  – abstract, summarize, leave out details, use figures
  – think of slides as orthogonal mean to convey your message

• mastery of technology is important but less important than the message
  – use a lean feature set of your presentation program
  – think about reducing content of the slides

• important rule of thumb: **at most one slide every second minute**
Important Points when Giving an Oral Presentation

• try to speak free (and loud!)
  – this skill needs to be practiced
  – but helps you to produce good talks fast
  – so why not try it out in this seminar?

• **make (eye) contact with your audience**
  – check whether you loose them
  – in case you do
    * do not hesitate to skip complicated details
    * or recapitulate parts of the talk

• be friendly (and prepared) in case of questions