

The Abstract

(the outline)

- Have one key message or concept
- Put the why before the what
- Specify the takeaways, learning outcomes
- Show your interest, excitement, and passion about the topic
- Use inclusive and positive language

My notes:

The Talk

(the delivery)

- Put the important things first
- Know your ideas, not your exact words
- Stay on topic
- Show, don't tell: be specific and use concrete examples
- Lay out the next step(s) for the audience

My notes:

The Slides

(the visuals)

- Do the outline first, do the design later
- Use presenter notes for reminders
- Make it readable by using large text
- Use code snippets carefully
- Invest time or money into quality images

My notes: