**Presentation checklist**

❏ Title slide: title, name, lab. Add an interesting image.

❏ Number slides, and black text on white background is usually best

❏ Go slow. Take pauses. Write “go slower” in your notes!

❏ Motivation: Why would my audience care about this discovery/theory/method/application?

❏ Audience: Researchers in AI, computational neuroscience, brain science, and robotics who seek to understand brain mechanisms, uncover the principles of intelligence, and apply them to robotics.

❏ Tell the audience to contextualize new information

❏ Roadmap/outline slide: questions that each section will answer

NOT: “Outline: Intro, Results, Discussion” ← not informative

❏ Put the minimum amount of stuff on slide to get the point of slide across

❏ Each slide’s title is a declarative sentence describing the main point of the slide

→ minimal text below the title

❏ One plot per slide (not an entire figure with multiple panels!)

→ Label plot axes

→ Label plot lines and key data points directly

→ Step through what the plot means (labels/colors). Then interpret the plot.

No. Chart. Junk. If you aren’t going to explain a curve, don’t include it.

❏ Each figure contains only data which is relevant to the main point of the slide

❏ Leave conclusion slide up when answering questions.

❏ Have 2-3 discussion points/questions ready at the end.

❏ Do not go over your time limit. People get mad. Plan for 40 minutes of presentation.