# LAB MEETING ETIQUETTE AND PROTOCOLS

## STRUCTURE

The structure of a good talk: start broad, get specific, and end broada.

Start with the biggest questions and get progressively more specific.

Conclusions should start with specifics but end broadly.

A typical presentation should contains following parts:

1. Title, Presented by XXX, Supervised by ###, Date (1 page)

   > Tip: If your report or presentation contains only one project you shouldn't use simple titles such as "Work Report"

2. Outline (1 page)

3. Background (3-5 pages)
   - Scientific questions, Biological significance
   - Difficulties in computational analysis
   - Current state of the research field

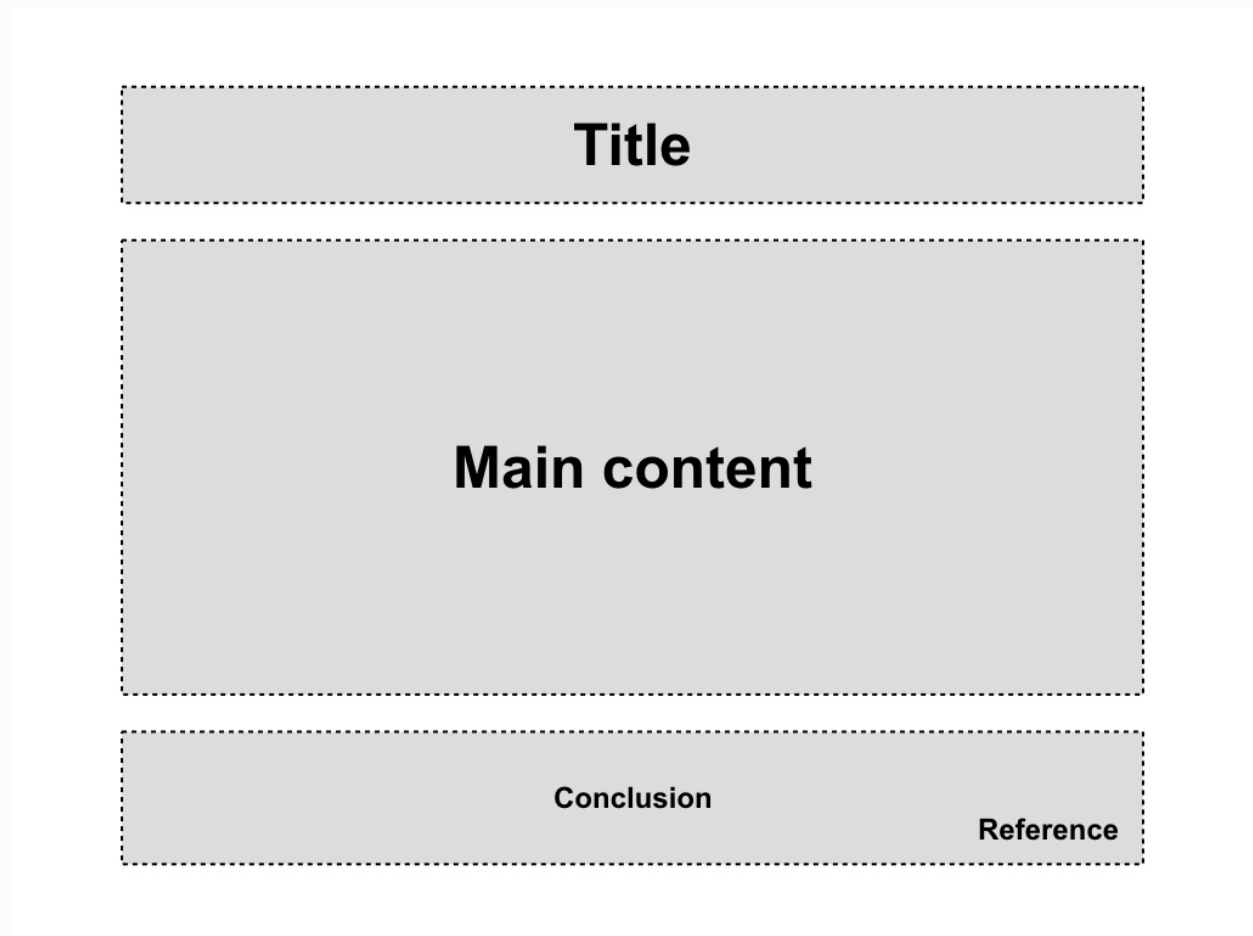4. Pipeline (1-2 pages)

5. Preliminary results / results

   > Tip: One should not simply list data, please try to summary from your results.

6. Summary (1-2 pages)

7. Future direction / Future Work (1-3 pages)

8. Acknowledgement (1 page)

## EXPRESSION AND STATEMENT

- Carefully check your spelling including: spelling, grammer.
- Statements/principles shoud be expressed in passive voice.

# LAYOUT



- Title and conclusion should be obvious and highlighted.
- Limit text blocks to no more than two lines each.
- Limit the number of items on each slide. Each slide should make just one or two points.

# FORMAT

- No matter what format you use, you should unify the format in your presentation.
- Avoid fancy transitions between slides unless you have a good reason.

## Colour

- White background, black text.
- Avoid red-green combinations because a large fraction of the human population is red-green colorblind.
- Major foundings should be in conspicuous colours.
- Colour for Control/WT: white,grey; Colour for Treatment/KO/KD: Conspicuous colours.

## Text

- AVOID USING ALL CAPITAL LETTERS.
- Font family: Arial(Title, text, figure legend), Times New Roman(Mathematic symbol, formula).
- Font size: ≥ 14pt (For publication or meeting in small room like 315), ≥ 18pt (For poster or meeting in large room like 300).

> Tip -- Font size order: Title > Text > Figure title > Figure axis label > Figure legend

- Line spacing should be neither be too wide nor too narrow.
- Use thousands separator, keep two or three digits after the decimal point.

## Figure

- Strip text content from original figure. Add text content in keynote.
- File format: PDF; Use vectorgraph instead of pixel figure.
- Recommend software and packages: ggplot2(R), seaborn(Python).
- Do not use full width for bar plot, box plot.
- Properly mark some of the missing data in the original figure(median, p-value), add error bar or other elements if necessary.
- Without affecting the original results of analysis delete the reduant drawing elements (grid, background).

## ggplot

- Theme: theme_classic().
- Legend position: theme(legend.position="None").
- Most of your figures should of equal width and length.

# ACKNOWLEDGEMENT