

# “Ready for prime time?” (RFPT): A checklist for your next scientific talk

Mathieu Lagrange, Vincent Lostanlen

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## Overall Layout

Did you

- ☐ choose a template with high contrast ?
  - ☐ avoid green and light colours ?
  - ☐ have a slide with the presentation agenda ?
  - ☐ consider one slide per minute on average ?
- ☐ **RFPT**

## Slide layout

Did you make sure that each of your slide:

- ☐ is numbered?
  - ☐ has no more than 4 bullets ?
  - ☐ has no more than 1 sublevel of itemization ?
  - ☐ has no more than two figures, preferably one ?
- ☐ **RFPT**

## Title slide

Did you include:

- ☐ the title of your talk?
  - ☐ your name and affiliation?
  - ☐ your supervisor’s name?
  - ☐ today’s date?
- ☐ **RFPT**

## Introduction

Did you explain:

- ☐ what is the problem?
  - ☐ what makes the problem interesting?
  - ☐ what makes the problem difficult?
  - ☐ how you addressed the problem?
- ☐ **RFPT**

## Literature review

Did you:

- ☐ summarize prior work?
  - ☐ list author names and publication years?
  - ☐ identify a gap in the state of the art?
  - ☐ give credit when re-using a figure?
- ☐ **RFPT**

## Methods

For each method, did you:

- ☐ say what part of the problem you’re solving?
  - ☐ explain the gist of the method?
  - ☐ describe all technical components?
  - ☐ spare the unnecessary details?
- ☐ **RFPT**

## Graph

For each graph, did you include:

- ☐ a title?
  - ☐ axis labels with physical units?
  - ☐ axis ticks, large enough to see?
  - ☐ a colorbar, if applicable?
  - ☐ your commentary of the observation?
- ☐ **RFPT**

## Table

For each table, did you

- ☐ show only the numbers you talk about ?
- ☐ check that all the names and acronyms have been previously introduced ?

- ☐ check that all the numbers are readable ?
- ☐ **RFPT**

## Conclusion slide

Did you include:

- ☐ a reminder of the problem?
- ☐ a reminder of your contributions?
- ☐ a take-home message?
- ☐ a thank-you note?
- ☐ **RFPT**

## Bibliography

Do you show:

- ☐ important references as a footnote in a condensed format: name of first author, journal/conference, year ?
- ☐ the complete list of references at the end of the slide deck ?
- ☐ **RFPT**