

CHECKLIST FOR PRESENTATIONS

Carefully examine your presentation for each item below. Check off the item when you are confident the criterion is met.

- I kept in mind that I am the focus of the presentation, not the slides. The best presentations have minimal written text.
- I used the latest EM Lab presentation template (unless otherwise instructed).
- The outline and format of the presentation follows what is required exactly.
- No fonts smaller than 18-point are used. 24-point is the preferred minimum.
- Titles of all slides are simple, succinct, and meaningful.
- No proprietary information is disclosed.
- I am consistent in my convention for using capital letters.
- Sufficient background is given for the audience to understand the information presented.
- All graphics and diagrams pass the [graphics checklist](#).
- All wording, data, graphics, or anything borrowed from the literature or from other researchers is properly referenced and permissions obtained if needed.
- All tables/figures are meaningful and contribute to the document.
- All tables/figures in the document should have a consistent format and labelling convention.
- A reasonable amount of white space exists between the figure and the surrounding text, but not so large it is awkward.
- The entire presentation is spell checked and grammar checked, including figure captions, table captions, footnotes, references, text in figures, etc.
- All quantities have a space between the number and its unit (2.4 mm instead of 2.4mm).
- Units are consistent throughout the document (i.e. don't switch between inches and centimeters).
- All math symbols have correct formatting (i.e. Symbol font, Times font, italicized).
- No contractions are used anywhere (i.e. don't, can't, etc.).
- Computer codes have the correct font size so lines of code do not wrap around incorrectly to the next line.
- All editing marks and comments have been removed from the final document.
- The presentation was proofread by myself and somebody else that is not Dr. Rumpf.
- I have practiced the presentation and timed myself successfully.

I have meticulously reviewed my presentation and I hereby certify that all of the above criteria are met or exceeded.

Signature

Date