**Guidelines for oral presentations at Lamdamap Conferences**

Respect the **TIME LIMITS** for your presentation. Chairpersons will indicate key times during your presentation and take care of the overall schedule of their session (and therefore the timeliness of the entire conference).

Times for oral presentations are 20 minutes for the presentation plus 5 minutes for questions. A typical 20 minute presentation should contain around 10 to 12 slides, e.g.  
 Outline: 1 slide  
 Problem/background: 2 slides  
 Design/methods: 1 slide  
 Major findings: 3-5 slides  
 Conclusions: 1-2 slides  
A title slide and an acknowledgement may also be added.

Some hints and recommendations:

**CONTENT** of your presentation:

* Do NOT advertise or introduce your organization/university/company
* Show results and findings of your original research and only briefly introduce any future work

**ORGANIZATION** and **APPEARANCE** of your slides:

* Clear slides with clear messages
* Main points only
* One idea per slide
* Short words, few words
* Avoid text-only slides
* Clear and coherent diagrams and graphs
* Labeling and keys in sufficiently large fonts
* Use illustrations, videos and animations carefully
* Be consistent

**PERSONAL APPEARANCE** and performance:

* Strong statements presented with active voice, loud and clearly
* Do not read the slides to the audience
* Be aware of your body language, e.g. talk to the audience, not to the laptop or screen, do not fidget, etc.

Further, detailed guidelines can be found at many sites on the internet.