## Presentations

### Do your slides...

- ...have a consistent format, font, and layout? □
- ...have one basic point per visual? □
- ...present figures as diagrams or graphs? □
- ...hide the identity of any patients? □
- ...have page numbers? □
- ...use simple fonts that are easy to read? (eg, Arial, Helvetica, Verdana, and Comic Sans) □
- ...use no more than two font types per slide? □
- ...use lower case (not UPPER CASE)? □
- ...have no more than 6 lines of 6 words per slide? □
- ...contain no spelling mistakes? (use a spell-check) □
- ...make use of lists and bullet points? □
- ...use indents and bullets only one level down? □
- ...start with an "action" word and avoid full sentences? □
- ...avoid punctuation marks, unless it is a quote? □
- ...avoid irrelevant/personal images to fill spaces? □
- ...avoid unnecessary animation? (slide transition, etc) □
- ...have a summary page? □