

## General guidelines: Seminar presentation for Department of Energy Science and Engineering (DESE) Students, IIT Bombay

1. There is no particular format for the slides, use beamer (Latex)/ powerpoint/ googleslide as you find appropriate. Keep the background color simple, fonts visible (readable).
2. Use a slide style that is suitable for a technical seminar presentation. This usually precludes the use of backdrops, such as, cartoon characters, or gaudy colours. Use a sober backdrop, with sufficient contrast so that the text stands out against the backdrop.
3. An effective presentation often uses about two minutes per slide, so restrict total slides accordingly. Do not try to justify that you will skip some slides. If you plan to skip them, it means they are not required/important. You can keep some backup slides (after Thank you Slide), if needed.
4. Do not over-crowd your slides with too much content (text, figures etc.). Use a large font (may be 18+), so that the text is readable easily.
5. Practice and time your presentation. You can do so in front of your colleagues and ask for critical feedback.
6. It is very important to remind yourself that it is your responsibility to make the audience understand what you are presenting. Make eye contact with the audience to assess whether you are able to put across your message.
7. There is no need to write figure and table captions in the presentation
8. Make sure slide numbers are provided in the presentation. It might be good idea to use slide numbers in the footer, so that examiner can refer back while asking questions.
9. All images that are used should have proper aspect ratio, not stretched in one direction
10. Use of animation, if any, should be to make the presentation effective, overuse of animation distracts attention
11. It is a good idea to give appropriate title to each slide, rather than mentioning 'continued' as title of your slide.
12. Do not show the reference as numbers in the presentation slides, and then put the list of references at the end as separate slide (s), rather put the respective full reference details at the bottom of each slide
13. Make sure that in graphs, the axis titles and numbers are readable, same applies to legends as well
14. Do NOT copy and paste text from your report directly to the slide. Try to put more figures on the slides than running text. Remember, "a picture paints a thousand words".
15. Try to avoid phrases like, "I have already told you so", "I have mentioned in my report", "As you already know", "You do it (that)". Either use "we" or "one". Be polite, receptive. At the same time, if you think you are correct, be firm. Presentations are more like discussions rather than "examination".

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16. Strictly avoid, the paper says, report says, it is written/claimed in the reference etc., when you are being asked a question. The examiners/audience want to understand from you not from the reference/source. You should know everything you put on the slide.
17. Preferably, use white background on your slides for improved visibility
18. Reading from the report or any other sheets during presentation should be strictly avoided
  
19. Plan your presentation properly. For example for a 30 minute presentation, you should plan for maximum of 20 minute uninterrupted presentation (typically 10-12 slides), remaining 10 minutes should be for discussion/Q&A session. While presenting you should also keep eye on watch/track your time.
20. It is usually a bad idea to flip back to an earlier slide during a presentation. It breaks the flow of the presentation, and disorients the audience. Wherever required, you may either insert a compressed version of the previous slide, or animate the slide on the present slide.
21. You will be evaluated on the work you have done, the quality of your report, and your presentation.
22. Avoid bringing too many hard copies of your report to presentation hall, instead you may bring one simple black and white both side printed copy only.