

Title Page

title of work clearly visible  
your name & institution clearly visible  
collaborators acknowledged

Science Content

must have a solid introduction  
references to previous work (if you can, list all authors, not just “et al.”)  
presentation at professional level, not undergrad Astronomy 101 level  
(don't insult your audience by assuming they know nothing!)  
tell/remind audience what to focus on  
use the bare minimum number of equations  
use the bare minimum number of tables  
don't use slang and keep colloquial expressions to a minimum  
finish with a solid “punchline” conclusion

Oral Presentation

talk to the audience, not to the screen (or laptop!)  
enunciate and talk clearly; do not mumble; do not go too fast  
speak with sufficient volume  
learn to use a clip-on microphone - you may need it someday  
(tap it to test it; don't wear a T-shirt; women carefully choose your attire!)  
appear to be calm and professional, not flustered/panicked  
be alive, not monotonous; move about in a long talk  
thank audience after conclusion  
polite, professional handling of questions; let the organizer choose the person asking Q's  
it's ok to say “I'm not sure” for a question; not ok to make a blunder!

Text and General

keep to the time limit - *never* go overtime!  
make sure your text font size is BIG and readable at the back of the room  
use appropriate colors (no yellow on white; caution with primary colors on primary colors if using a projector)  
no cutesy/distracting/annoying computer animations in your PowerPoint  
make sure your talk is not too short – fill in with extra material if you finish too early  
proper references to other's work  
test presentation hardware/software & files before using – sometimes fonts and symbols change on different computers, even with the same O/S!  
be especially careful with animations - they tend to be the most difficult  
be sure to have the proper cables if using an Apple  
have a backup copy on a USB flash drive

Figures

clarity of figures: size of points, thickness of lines, etc.  
good use of colors  
axes clearly labeled  
show clear distinction between theory (model) and observations  
proper references to other's work