



This is my presentation

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the maximum allowed time is 20 min (which should include a 3 min discussion)

The 14–22–(1-4-2-2) Guideline (for talks)

14 slides for a 17+3 minutes talk (excluding the Title and Conclusion Slide, but including Motivation and Introduction). Always include 3 min. for discussion! No cheating!

22 pts as the minimum letter size at the slides (a reference can be written with 12–14 pts). The minimum letter size in a diagram should also be equal to 22 pts of the slide (a legend, at least equal to 14 pts)!

1-4-2-2:

1 major diagram per slide [for comparative TEM or SEM images, 6 per slide (3x2 arrangement)]. No cheating by animations!

4 concluding remarks (each with maximum of 120 characters)!

2 slides can have (small) deviations from these guidelines!

2 times rehearsal of your final presentation (if needed, on your own). If you need to modify anything during your own rehearsal, counting starts again by 0! But please, no sticking to a script (as free as possible).

Presentation of data: Figures and Tables

- **Figures and Tables should summarize results**, not present large amounts of raw data.
- **Figures:** Figures are **visual presentations of results**, including graphs, diagrams, photos, drawings, schematics, etc. Graphs are the most common type of figure showing trends.
- **Tables:** Tables present lists of numbers or text in columns, each column having a title or label. **Do not use a table when you wish to show a trend** or a pattern of relationship between sets of values – these are better presented in a Figure.
- Aim for a concise, economical style!
- **Figures are used to present:**
 - A **schematic**, to explain an experimental device, method, visualize a mechanism...
 - A **photograph**, to show an experimental device.
 - A **micrograph**, to present the microstructure, topography, or morphology of a material.
 - A **graph**, to show and visualize a trend of data.

Use different color as well as style for lines and symbols!

Figures: General guidelines

- The abscissa and ordinate must be clearly labeled, and units of measurement must be given!
- **Avoid shades and grid-lines!**
- **Use unambiguous symbols, which can be easily distinguished!** Clearly identify the different symbols in the legend!
- “Guidelines for the eye” may be helpful to visualize a trend.
- **Error bars should be included!**
- Use appropriately sized numbers, letters, and symbols, which are readable!
THE MINIMUM SIZE IS 14 pts in a figure! (or the equivalent, if prepared otherwise)
- **Don't be sloppy.** Make sure that elements of your figures are properly aligned, letter sizing is consistent, etc. A sloppy figure means a sloppy scientist!
- **Make a figure as simple as possible**, no need to show your skills in preparing e.g., 3D graphs, if no additional information is given.
- Avoid small open symbols, which tend to fill-in.
- **Please design the figures as easy for the attendees as possible!**

Tables: General guidelines

- **Tables serve two purposes.**
 1. **The primary purpose** of a table is **archival**, to show an overview of experimental conditions or to document complete results for any data you want anyone to use in the future.
 2. **The secondary purpose** of tables is **to make a point you can not make in a Figure**.
Except to accomplish these two purposes, avoid tables. **Tables are almost always much less effective than Figures**. Figures are much easier for readers to assimilate and authors to discuss.
- **Try to keep Tables as simple as possible.**
- Avoid backgrounds, use only concise lines to separate the headings from the content.
- Always include units (as appropriate) for every column (or row) of your table.
- Tables may have notes at the bottom providing information necessary to understand the data presented.

Tables: Style¹⁾ A typical table title is short

Stub head	Spanner head ^a			Spanner head ^b		
	Col head	Col head	Col head	Col head	Col head	Col head
[stub]						
Row head	[column]	[column]	[column]	[column]	[column]	[column]
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Row head	[column]	[column]	[column]	[column]	[column]	[column]
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Row subhead	xxx	xxx	xxx	xxx	xxx	xxx
Total	xxx	xxx	xxx	xxx	xxx	Xxx

^a[footnote] explanation or Source: xxxx. [period]

^b[footnote] explanation or Source: xxxx. [period]