A. Preparation (>1 week)
- How long is the talk?
- Is a PowerPoint presentation required?
- Audience
- Location or virtual setting
- Determine the main goal
- Create short and engaging title

B. Refine Message (<1 week)
- Introduction builds a common ground incorporating audience’s knowledge base
- Stress the main hypothesis and the take-home-message
- Present important data focusing on answering your main question
- Number of slides (~2 mins/slide)
- Show enthusiasm for your work
- Present clear and concise future directions with examples
- End talk strong with prompts for discussion/questions

C. Final Rehearsal (1-2 days)
- Practice the talk out loud, standing up, and with minimal notes
- Check that your sentences flow easily and correct if necessary
- Utilize the images on your slides and highlight important findings or information
- Stay on time!

D. Game Day!
- Speak out loud before the talk to warm up
- Exercise or take a walk before to calm your nerves
- Dress to impress!
- Be confident
- Keep good posture
- Make eye contact and keep a steady pace
- Repeat questions if needed and answer briefly
- Redirect the question if necessary