



**KWAZULU-NATAL PROVINCE**

HEALTH  
REPUBLIC OF SOUTH AFRICA



# Guidelines for the Format of Presentations: KZN DOH Research Day

By  
Health Research & Knowledge Management  
(HRKM)

# Structure of a 10-minute Oral Scientific Presentation

- **Title**
- **Background**
- **Methods**
- **Results**
- **Discussion**
- **Acknowledgments**
- **Question and answer period**

# **Title Slide (10-15 sec)**

- **Title should include**
  - **Subject**
  - **Location**
  - **Time period**
- **Your name**
- **Your affiliation**
- **Appropriate logos**
- **Say “Good morning / afternoon / evening”**

**Improving Health And Healthcare In KZN:  
From Data To Evidence-based Decision  
Making: 2022 and 2023**

**Mr XY Smith  
School of ABC  
University of KLM**

# Background (1-2 min)

- Usually a few slides
- Engage audience
- Set stage for outbreak investigation
- Provide rationale for planned study
- Essential information (only) about project
- Establish relevance to health
- Include a slide describing study objectives

# Methods (1-2 min)

- Usually a few slides
- Describe study design(s)
- Describe study groups and why selected
- Describe location of study
- Describe methods used for collecting data
- Describe methods used for analysing data

## Results (3-4 min)

- Usually several slides
- Emphasize most important findings
- Describe characteristics of study participants, animal cohort, etc
- Include descriptive results and analytic results
- Use mixture of text, tables, figures, photos as appropriate to your data
- The **results, discussions, conclusions and recommendations** are the most vital sections.

# Discussion (2-3 min)

- **Interpretation of findings**
  - Don't repeat results
  - Prioritize findings from most to least important
  - Link findings to study objectives
  - Put findings into context with previous studies
- **Limitations slide (only the important ones)**
- **Conclusions slide(s) based on your findings**
- **Recommendations slide(s)**
  - Directions for future studies
  - Applicable to the Department of Health for uptake/further use → Policy / Program Implications



# Acknowledgments (10-15 sec)

- Recognize coauthors and contributors
- Same logos as on title slide
- Your last words = “Thank You”

# Creating Effective Slides

# Effective Slides...

- **Are uncluttered, clear, visible**
- **Don't distract the audience**
- **Use informative titles**
  - **“Characteristics of Study Participants”**
  - **“Risk Factors for Illness”**
  - **Not “Results 1, “Results 2”**
- **Use bolded, sans serif font (Arial, Tahoma)**
- **Have simple, high-contrast, consistent color schemes**

# Color-Blind “Friendly” Presentations

- **Avoid red-green color combinations**
- **If must use red, use yellowish red (R=255 / G=82 / B=0) instead of pure red**
- **Avoid red characters / lines on dark background**
- **Make text and lines as big or thick as practical**
- **Use high-contrast color scheme**

# Recommended Fonts and Sizes

- **Sans serif font, all titles and text bolded**
- **For Arial (bolded):**
  - Titles 36 pt
  - Main bullets 28 pt
  - Sub-bullets 28 pt if room, otherwise 24 pt
  - Avoid sub-sub bullets (re-format)
- **Keep text / title size consistent across slides**
  - Stop PowerPoint from changing text size as you type
  - Go to Tools, AutoCorrect
  - Uncheck “Autofit body/title text to placeholder”

# Effective Text Slides

- **Order of slide text matches order of script**
- **Key words only, not complete sentences**
- **8–10 lines maximum**
- **Bulleted text better than numbered items in most cases**
- **Parallel structure (all verbs, all nouns, etc)**

# Things to Avoid

- **Visual clutter from too many colors**
- Unbolded, serif font like Times New Roman
- **ALL CAPS (HARD ON THE EYES)**
- **Pseudo-3D charts and graphs**
- **Animation (no flying objects; slide builds=OK)**
- **Clip art that serves no purpose**
- **Unnecessary grid lines in figures**
- **Necessary lines that are too thin**
- **All PowerPoint design templates**

# Photos and Clip Art — Tips

- **Should serve a purpose**
- **No copyrighted materials without permission**
- **No photos of identifiable people unless release**
- **No photos of your kids or your pets**
- **Clip art cautions**
  - **Simplest is most effective**
  - **Check in Slide Show to make sure it is not animated**



# Take-Home Messages

- **Decide type of data and the point you want to convey, then choose the visual accordingly (text, table, graph, chart, etc.)**
- **Well organized, practiced presentation with clear, effective slides (when used) reinforces your message and helps you communicate effectively**
- **Good science is more important than glitz**

**THANK YOU**

**GROWING  
KWAZULU-NATAL  
TOGETHER**