

PharmaFinders Presentation Checklist

- For timing, you have allotted around 1 minute per slide
- Font/presentation color is easy to read and not too loud
- Title slide includes the following: title of presentation, name of the presenter, and date of presentation
- Credentials have been added behind your name on title slide
- If using a company presentation, all proprietary information, and company logos are removed
- All slides are up to date and include the most recent information
- All font is the same throughout the presentation
- All the title fonts are the same size and/or bolded universally
- Titles of each slide are all centered or aligned the same
- All body text is the same size
- If using bullet points, all of them are identical, and the same size throughout the presentation
- All citations are in small font, located at the bottom right or left of each slide
- Company and compound/drug names have all been checked for spelling
- Slides are not cluttered, or contain too much wording (use the notes section to elaborate on bullets, or talking points)
- Texts and graphics have been kept to a minimum
- Funny graphics, personal photos, or inappropriate memes have been removed
- "Questions?" slide has been added as the last slide on your presentation
- Backup slides have been added and hidden in anticipation of any questions the interviewer(s) may ask
- You have practiced your presentation in front of an audience (friends, family, etc.) and feel confident, but not too rehearsed
- If doing a virtual presentation, you've practiced sharing your slides on the same platform you'll be using the day of the presentation