

Grodins Research Symposium Oral Presentation Guidelines & Tips

Guidelines

- * 14 minutes for presentation, 4 minutes for questions
- * .PPT or .PPTX (PC Compatible) formats only please
- * Font size *no smaller than 18*, including captions
- * Videos can be played, but there will be no sound
- * PRACTICE PRACTICE PRACTICE - time yourself, rehearse with your friends/lab/family

Slide Design Tips

- 1-2 minutes per slide
- Visual aids emphasize points graphically; do not use them as an outline
- Use bar graphs, pie charts, and line graphs over large/detailed tables when possible
- Use **color** in your visual aids!
- Limit the words per slide (~17 or less), otherwise the audience is reading and not listening
- Avoid jargon and acronyms

Presentation Tips

- Dress professionally and look confident
- Avoid repetitive gestures, phrases (umm...)
- Make eye contact with and speak towards the audience, not the screen
- Project your voice to the person at the *back* of the room
- Pause before and after new concepts, and at transitions
- Vary the pitch, tone, and volume of your voice to emphasize concepts, transitions
- Speak slowly and clearly, breathe!

Answering Questions

- Repeat a question if it was inaudible to the group
- Do not show a negative reaction, remain calm and confident
- If you cannot answer with complete confidence, admit that you do not know and tell them you can look into it and follow up later

Organization

- I. Introduction
 - A. Get audience's attention, orient them to your topic
(*Examples: surprising statistics, rhetorical question, quote, etc.*)
 - B. Briefly mention conclusion
 - C. Describe importance of work (motivation)
 - D. Do NOT use a slide with a generic outline of talk

- II. Body
 - A. Logical development of ideas
 - B. Support your reasoning (*Examples: statistics, graphs, charts*)
 - C. Detail your methods/process
 - D. Lead to conclusion

- III. Conclusion
 - A. Repeat main points
 - B. State your conclusion or interpretation of the data
 - C. Ask audience to accept your conclusion and perhaps take action
 - D. Remind audience of the importance/impact to industry or society

Tips for organizing the body of your oral presentation

- *Chronological: in order from earliest to latest*
- *Topical: go from topics that are more general to more specific*
- *Cause/effect: what happened, what will happen if you/we do "this", what you/we are changing and why*
- *Problem/solution: identify problem, present one or more solutions*