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