<div align="center">**Guidelines for Oral Presentations**</div>

Student oral presentations will be grouped into sessions organized by topic and moderated by a faculty member in the relevant discipline. Presenters are expected to attend the <u>entire session</u> at which their presentation is given.

Oral presentation rooms are equipped with Windows/PC computers and a connection cable for personal laptops. **Apple users should bring appropriate adaptors for their hardware.**

Each presenter will have a **15-minute time slot**, 3-5 minutes of which should be allotted to initial set-up and concluding audience Q&A. To assure equal time for all session participants, presenters <u>will not be allowed to exceed</u> the 15-minute assigned interval.

Preparing the presentation

- Most presenters create their work using Power Point (alternate platforms may be used). Widescreen slide sizing is recommended.
- Presenters should create visually appealing slides with appropriate **font size** and **color contrast** for titles and lettering. **Key terms** (names, dates, concepts) are most effective when presented in boldface, italics, and/or a contrasting color. Check clarity of projected **images** and resize as needed for optimum legibility.
- An opening **Title slide** should contain your name, home campus, faculty mentor, and presentation title. A concluding **References** slide is helpful for any questions on your sources.
- **<u>Do not overtext slides:</u>** a good rule-of-thumb is to limit each slide to a maximum of 3 lines of text, with no more than 7 words per line. Succinct "text messaging" style is more effective than typical prose, as a listening audience should not be distracted by extraneous text.
- Keep your presentation **dynamic** by dividing key points among a succession of slides; avoid overcrowding a single slide with excessive content.
- Students are encouraged to **rehearse** the presentation before their faculty mentor for feedback on slide content and presentation style.
- Be sure to check (and re-check) **presentation length** in real time!

Tech specifications

- Avoid depending on a cloud-based version of the presentation that may require time to download: presenters using the PC console should bring a copy of their presentation and any associated audio/visual excerpt files on a flash/thumb drive; laptop users should have the presentation files directly accessible on their hardware.
- Feel free to bring a **wireless mouse "slide-changer"** if you wish to move away from the computer console to communicate more directly with your audience.
- Download any **audio/visual content** as <u>excerpt selections</u> (generally not exceeding 1-2 minutes in length) and embed within the relevant slide, rather than using e-links that require internet dependency. RealPlayer open-access software will download and edit media files to your specifications.

  *Be sure that any audio/visual content files are saved as <u>separate media files</u> on your flash/thumb drive or laptop.

In conclusion ~

"Thank You" is the universal conference presenter sign-off used to indicate to the audience that you have finished. Your session moderator will then conduct the Q&A portion.