

Undergraduate Research and Creative Achievement Day

Wednesday, April 27, 2016

Oral Presentation Guidelines

PowerPoint, Video or other Projection

- Any PowerPoint files you plan to use **must be completed and submitted in advance**.
 - Students presenting in **ENG 023, UC 310, or UC 312** must upload their PowerPoints by Thursday 4/21 to a Box file labeled with your room number. You will be granted access to your affiliated room folder and notified via email. Upload your file to the folder. Be sure to test your file and make sure it is working properly. You will also have the opportunity to test your projected file, practice using a clicker, and receive feedback during a prep and media review session held in the Office of Undergraduate Education conference room (Sherman Hall 113) on Friday, 4/22 from 10 a.m.-4 p.m. Any changes submitted to Box after 8 a.m. on Friday, 4/22 will not be accepted.
 - Students presenting in **UC 204** must deliver their media to Michael Mower in Sherman Hall 114 on Wednesday 4/20, Thursday 4/21 or Friday, 4/22 from 8 a.m. to 11:30 a.m. or from 12:30 p.m. to 4 p.m. Email mmower1@umbc.edu to reserve your time. Presenters in **UC 204** should also attend the media review session held in the Office of Undergraduate Education conference room (Sherman Hall 113) on Friday, 4/22 from 10 a.m.-4 p.m.
- No media will be loaded on the day of URCAD.
- If you will *not* be using .ppt, video, or *if you need other AV equipment*, notify Devon Fick (dfick1@umbc.edu) immediately.

Structure and Event Details – Wednesday, April 27, 2016

- **All speakers in UC 312, UC 310, E023, and UC 204 should check in to the Ballroom Lounge** at least 30 minutes in advance of their speaking time. **Do not go directly to the presentation room.** When you check in, you will be reminded of the room you are speaking in, receive a name badge and, if possible, introduced to the faculty moderator for your session.
- You must eat before you will be allowed to present.
- On the day of URCAD, speakers will have reserve seating near the front of the room. Please use this seating. If you have not been introduced to the faculty moderator in advance, make eye contact with this person when you take your seat.
- It is best if you can stay in the room for at least the presentation before and after your own. You are not required to stay all day.

Organization

- Most presenters have 15 minutes, from the time you are introduced to the time the next speaker is introduced. This allows a maximum of 11 minutes to speak, with three minutes for questions and one minute for transitions. (Some presenters have special arrangements for shorter or longer time. **DO NOT GO OVER THE TIME LIMIT.**)
- A tech person will be monitoring the computer and projector throughout your presentation. You will receive a remote to use to advance your .ppts. A laser pointer may be included.

- If there is a glitch with the .ppt or other AV equipment, spend no more than 60 seconds attempting to correct this. Go on with your presentation, even if it is without visuals. The AV operator in the room will keep working on the problem and may be able to catch up to you in a few minutes. Don't apologize for tech issues.
- Structure your presentation with an introduction, explanation of the importance of the work, discussion of materials and methods, and explanation of results, implications, and next steps. Create a logical progression from one section to the next. REHEARSE OUT LOUD.
- Plan the time you will allot to each section. Practice the whole presentation out loud in advance to understand the timing. REHEARSE.
- Write a powerful, compelling, and clear introduction and summary stating the aim of your research and why this is important. Experienced speakers often carefully craft and memorize the wording of their first and last sentences. REHEARSE.

Maintaining Interest

- Speak directly to your audience; do not read your presentation.
- Use note cards or your PowerPoint presentation as a *guide*. **Never** read the contents of your PowerPoint slide to the audience. REHEARSE.
- Keep the presentation simple and understandable by a wide audience of generally educated people. Identify two or three key points you would like to communicate. Relate your research to the audience and connect it to how it would affect them.
- Craft a concise closing statement that emphasizes your main point and the implications of your work. REHEARSE.
- The audience will likely remember only three things from your presentation - plan in advance what these will be. REHEARSE.
- If you make a mistake, usually it is best to keep going. Trying to correct yourself just calls more attention to the error.

Mannerisms

- Wear neat clothing to make a good first impression. Suits are not required.
- Try to stay relaxed.
- Vary the tone of your voice, speak slowly, and articulate. Try to speak to the person farthest away from you to be sure your voice is loud enough.
- Maintain eye contact: Use the three-second method, i.e., look straight into the eyes of a person in the audience for three seconds at a time. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Don't scan the room too quickly.
- Do not slouch or lean on the podium, chew gum, fiddle with jewelry, wear a hat, or distract the audience in other ways.
- Keep your hands free for making purposeful gestures at chest level or hold them still. Do not put your hands in your pockets. Fill your pockets with pushpins if this is a problem.
- Practice speaking without filler words such as: "ok," "like," "um," "sort of," "ya know," and "kind of."

Questions

- Leave time for questions.
- Make your answers short, to the point, and informative.

- Be as prepared as possible. Anticipate likely questions.
- Repeat questions from questioners with faint voices.
- If you don't understand a question, ask the audience member to come up afterwards.
- Prepare at least one question you hope the audience will ask. If there are no other questions and you still have time, state your own question and give the answer.

General Tips

- Be familiar with the room in which you will be presenting; it will make you more comfortable.
- Be sure to define any abbreviations or discipline-specific jargon.

Slide/PowerPoint Formatting

- Do not over-dazzle your audience with excessive animation, sound clips, or gaudy colors inappropriate for your topic. Use animation to reveal bullet points individually so the audience doesn't read ahead.
- Minimize text. Too much text is overwhelming. Make text 24 point or larger.
- If you include tables, keep them simple—give a title, and label rows and columns.
- At least half of information absorbed during presentations is visual. Maximize your use of visuals. Pictures, illustrations, and icons often are better than words on the .ppt.
- Use italics instead of underlining and avoid using strings of all capital letters.
- Do not mix green and red or yellow and blue in slides. These are common types of colorblindness.
- Plan for *fewer* than 20 slides total and convey only one idea per slide.

If you have any questions or concerns, discuss these with your mentor or contact Janet McGlynn, mcglynn@umbc.edu, 5-5754

For more information

Presentation Tips for Public Speaking

<http://www.aresearchguide.com/3tips.html>

Some dos and don'ts of giving a good 15 minute talk by Scott Keogh

http://biology.anu.edu.au/hosted_sites/Scott/how-to-give-a-good-15-minut.html

Preparing a Scientific Presentation

<http://www.physics.ohio-state.edu/%7Ewilkins/writing/Supp/dazzle.html>

Helpful Hints for Giving a Good Scientific Presentation – use of .ppt

<http://www.stanford.edu/group/wci/hints.html>

Creating an Effective Conference Presentation

<http://www.kon.org/karlin.html>

The Process of Preparing a Talk

http://www.kumc.edu/SAH/OTEd/jradel/Preparing_talks/103.html