



Oral Presentation

Guidelines & Information

OVERVIEW

Oral Presentations allow students to display their academic research by giving a PowerPoint presentation to a group of interested students, faculty, and staff. Presentations may be conventional or creative, and in all cases must demonstrate discipline knowledge in conjunction with original analysis.

SESSION STRUCTURE

Presentations will be grouped into 1-hour sessions by discipline. Each presentation should be 15 minutes long, and will be followed by five minutes for questions from the audience.

A faculty moderator will introduce the presentations and keep track of the allotted time. A signal will be provided at the 13-minute mark, to indicate the presenter(s) have two minutes left to wrap up.



PRESENTATION POWERPOINT

Oral presentations should organize their information and analyses in keeping with the discipline of study. A PowerPoint is required for all oral presentations.

Students must share their PowerPoint with their faculty mentor for approval, and submit the final PowerPoint file to the Symposium Committee by the Visual Aids deadline, generally 10-days prior to the Symposium.

ORAL PRESENTATION TRACKS

Conventional Oral Presentation: These presentations will open with a research question, will describe the research conducted, and offer an original analysis of the topic.

Creative Oral Presentation: These presentations will open with a research question, describe the research conducted, and present the creative form of analysis chosen in a 5-7 minute video embedded in the PowerPoint. Creative projects must be the original work of the student, and can include an original piece of music, dance, film, or other similar expressions.

TECHNICAL GUIDELINES FOR POWERPOINT

Please use the following list while creating your PowerPoint. Effective PowerPoints should serve as a visual accompaniment to the presentation.

- Speaker(s) name(s) and the Presentation title are prominent on the first slide.
- Each slide should focus on one piece of information (use the title to state it).
- Plan for approximately one slide per minutes for conventional presentations (12-15 slides).
- Plan for approximately one slide per minute of the presentation of research in the creative presentations (6-8 slides).
- The video for creative presentations must be embedded within the PowerPoint.
- Slides must be easily read from across a room – text should be no smaller than 18 pt font.
- Slides should combine text and graphics.
- Slides should use sufficient contrast between the background and the text so that slides can be easily read by the audience.
- Text should be presented in short formats such as bullet points.
- Each bullet point should be no longer than approximately 4 words– enough to guide the audience but not so long as to take the place of the oral portion of the presentation.
- Bullets in the same slide must align grammatically– i.e. all must begin with the same part of speech: adjective or noun or a gerund (verb+ing).
- Each slide should have no more than six bullet points.
- Slides should use Sans serif fonts (e.g., Arial, Calibri, Aptos) and only one font type per slide.
- Slides should use capital and lower-cased letters appropriately.
- Each slide should use no more than three colors for the text/headings/title.
- Slides should not use colors that cannot be distinguished by people who are color blind (e.g. red/orange and green combinations).
- Slides should use graphics and images that do not appear pixilated or distorted across a room.
- Slide animation should be kept to the minimum (if used, no more than 1 form per any slide).
- Slides are *not* speaker notes.