Oral presentation guidelines

This document is adapted from the NSF-sponsored GEOPATHS program at UTSA. It intends to guide the development of oral presentations. There is no PowerPoint template provided, however a typical research presentation can include the following sections:

- Title slide
- Research problem or gap in knowledge
- Objective of the work tasks
- Methodology
- Results
- Discussion
- Conclusion
- Acknowledgements

Prepare your presentation so that it will last no more than 12 minutes. It will be followed by 3 minutes of questions and answers. We recommend that you submit a backup of your recorded presentation no later than Thursday September 3 by 12 pm; the chair persons will be able to share your presentation with the audience in case you are experiencing technical difficulties. Name your PowerPoint file as [SESSION#]-[LASTNAME].ppt, and submit by email to earth-symposium@utsa.edu. For large files (> 15 Mb) you can send a link to a cloud storage.

In the following pages we provide some advices to deliver an impactful and professional scientific presentation using PowerPoint. Make sure to use PowerPoint laser pointer (Ctrl L or Command L when in speaker mode) and to enunciate clearly in the microphone (use a headset with microphone if possible to improve the sound) when delivering your presentation.
Outline

• Motivation and goals of an oral presentation
• The “You” factors
• Focus on content
• Making the presentation
• GEOPATHS template
SPEAK

SELL

ENGAGE

EFFECTIVE PRESENTATION
Who cares if you speak well?

• Your audience

• You (should)!
  – Your talk represents your material AND you
YOU - Help Others Conclude…

…that you are:
– Intelligent
– Confident
– Well-prepared
– Interested in presentation
– Engaged with audience
– Professional
– Inspiring

HOW CAN YOU DO THIS?
What can you do?

**PREPARE**
- Guidelines
- Slides
- Script

**PRACTICE**
- Voice
- Body language
- Confidence
- Dress code

**KNOW**
- Vocabulary
- Material
- Target audience
What can you do?

<table>
<thead>
<tr>
<th>PREPARE</th>
<th>PRACTICE</th>
<th>KNOW</th>
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<tbody>
<tr>
<td>• Guidelines</td>
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Can we panic now?

Panic!
Develop the content

• **Pre-opening** (catch attention)
• **Brief Introduction** – **Title Slide**
  – Conversational; where/how work performed
  – What I will show/what I did
• **Body** – variable depending in the audience and format
• **Closing**
• **Questions**
Slides - Consistency

*Be consistent*

- Background
- Headings
- Font Sizes
- Colors
- Styles
- Units on comparable figures/tables
Good Slide Practices

TEXT – Keep the attention

• IMPORTANT POINTS AS TEXT
• Large font size (> 20 pt)
• Phrases: short, cues for you, prevent from reading
• Definitions: longer, but memorize them
• References

PICTURE – Worth 1000 words

• Alone or with text
• Addition to the story, not a distraction
• Figures instead of tables
Good Slide Practices

- Beware of text size
- Include only needed info
- Choose best images
## Bad Color Combinations

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Green on Red</td>
<td>Red on Green</td>
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<tr>
<td>Brown on Green</td>
<td>Green on Brown</td>
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<tr>
<td>Blue on Black</td>
<td>Black on Blue</td>
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<tr>
<td>Yellow on White</td>
<td>White on Yellow</td>
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<tr>
<td>Blue or blue-green on Purple</td>
<td>Purple on Blue or Blue-green</td>
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<td><strong>Multicolors</strong></td>
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</tr>
</tbody>
</table>

*Modified from: Effective PowerPoint presentations*

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Preparing and giving the presentation

**REHEARSAL**
- Out loud, entire talk
- Time it
- Audience
- Anticipate Q&A's
- Do it again

**NOTES**
- Numbered “confidence cards”
- Write out opening sentence and key phrases
- Reminders about visuals and transitions

**TRANSITIONS**
- Know opening sentence
- Between each slide
- Strong closing (content and transition)

**DELIVERY**
- Do not read the screen
- Enunciation and tone
- Enthusiasm, sincerity, professionalism
- Use pauses
- Eye contact, body language
- Avoid distractions
Making the presentation

**Remember Goals**
- Efficient and relevant message
- Engage and keep the audience attention

**Do it!**
- Confidence
- Enthusiasm
- Control nervousness – *Rehearse it away!*

**Q & A**
- Understand the question and/or re-state it
- Pause to think
- Answer concisely
Making the presentation

- Efficient and relevant message
- Engage and keep the audience attention

- Confidence
- Enthusiasm
- Control nervousness – **Rehearse it away!**

**DON’TS:**
- Get defensive
- Rush to answer (understand)
- Bluff (admit when you don’t know)
- Embarrass questioner
- Get into a long dialogue with one person (break eye contact)