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 <u>no later than Thursday September 3 by 12 pm</u>**; 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.

Oral Presentation Instructions and Template
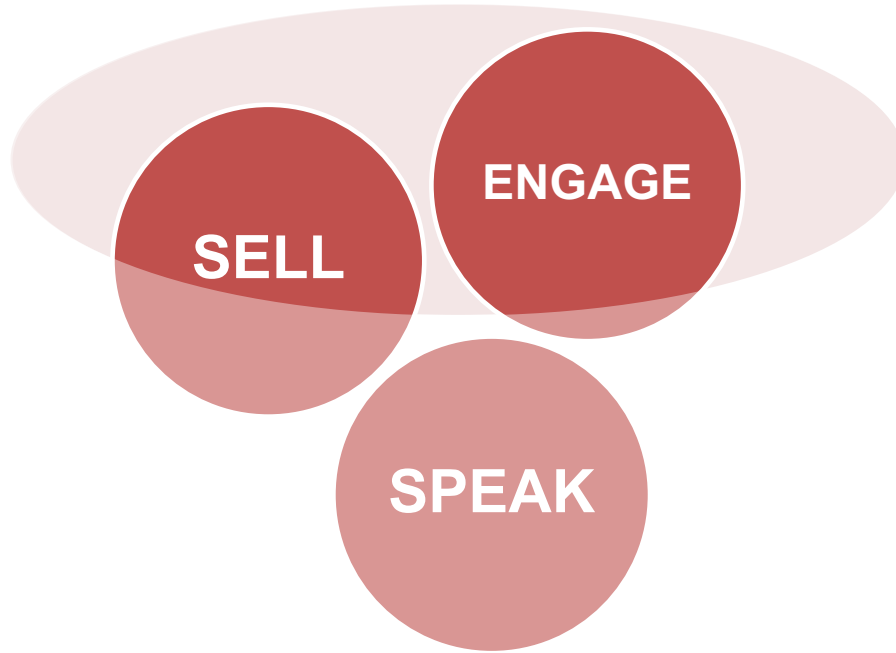
Alexis Godet

Adapted from Gail P. Taylor, RISE-MARC program at UTSA

Outline

- Motivation and goals of an oral presentation
- The "You" factors
- Focus on content
- Making the presentation
- GEOPATHS template

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	PRACTICE	KNOW
• Guidelines • Slides • Script	• Voice • Body language • Confidence • Dress code	• Vocabulary • Material • Target audience

What can you do?
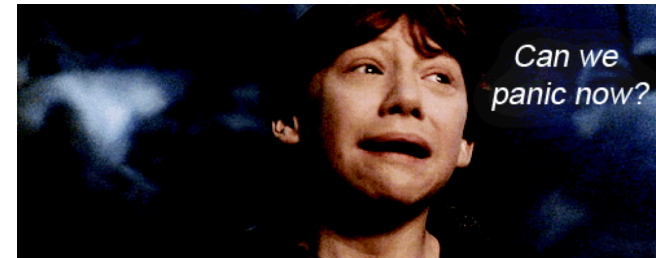
Can we panic now?

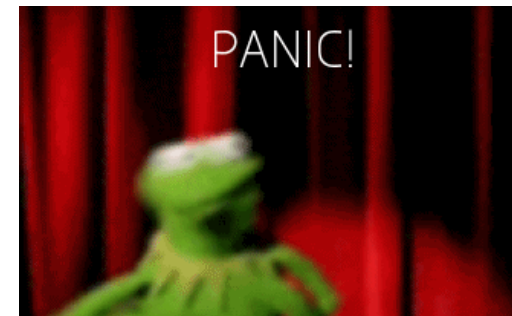| PREPARE	PRACTICE	KNOW
• Guidelines • Slides • Script	• Voice • Body language • Confidence • Dress code	• Vocabulary • Material • Target audience

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
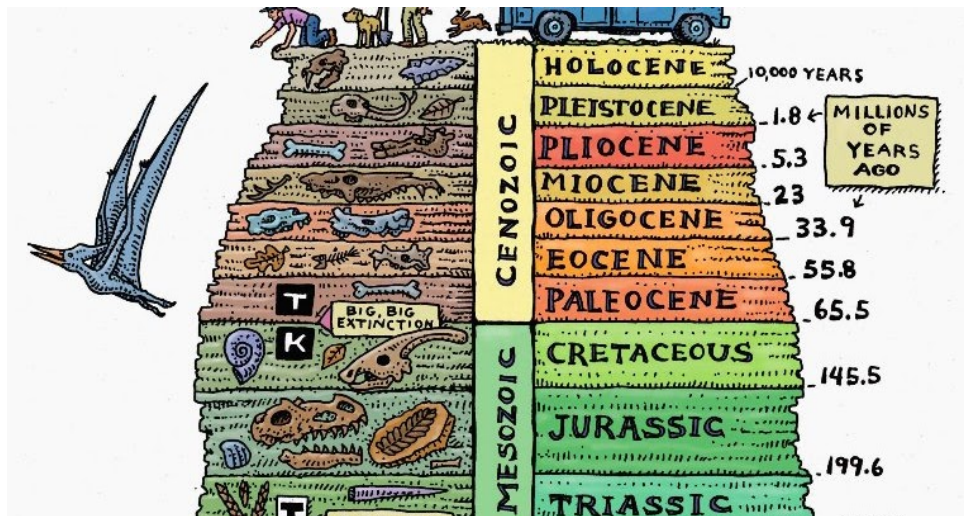- References

PICTURE – Worth 1000 words

- Alone or with text
- Addition to the story, not a distraction
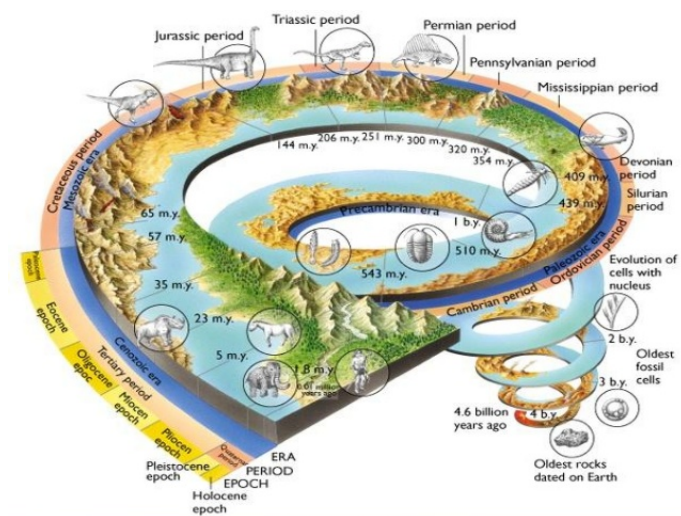- Figures instead of tables

Good Slide Practices

PICTURE – Worth 1000 words

- Beware of text size
- Include only needed info
- Choose best images

legible

Text too small and too much detail

Bad Color Combinations

Green on Red	Red on Green
Brown on Green	Green on Brown
Blue on Black	Black on Blue
Yellow on white	White on Yellow
Blue or blue-green on Purple	Purple on Blue or Blue-green
Multicolors	Multicolors

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

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

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

Q & A

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)