

## Guidelines for Oral Presentation

### **General instructions**

Each presenter will be given a time slot of 15 minutes in total, which is distributed as 10 minutes of presentation and 5 minutes of answering questions from the auditorium. The changing of presenters is also included in that time. As the schedule of presentation sessions is tight it is of utmost importance that all presenters are ready and in time for their presentations. The introduction of each presenter will be kept brief when introduced by the moderator. For the audience to move between sessions we will keep the schedule starting time for each presentation even if the previous author did not use the full 15 minutes allowed. The recommended software is Microsoft PowerPoint.

### **Organising the presentation**

The general rule is 1 slide per minute. But time will also depend on speaking style and how the talk is structured, you must rehearse to find out by yourself. A suggested structure would be:

- Title/author(s)/affiliation (1 slide)
- Outline, background, motivation, objective, research problem, limitations., etc. (1-2 slides)
- Main body: methods, approaches, experimental design (3-4 slides)
- Results of study, data analysis, what do the results mean? (3-4 slides)
- Summary, future work (1-2)
- Acknowledgement/References (1)
- No more than 15 slides total for a 10-minute presentation
- Rehearse, ideally in front of a person, or record yourself and self-analyse.
- Check your final presentation with your supervisor or an experienced student/academic.

### **Slide design and layout**

- Make it clear: concise visuals, logical sequence in line with presentation structure, one message per slide, limit amount of text, bullet points (5 max per slide) not paragraphs, check spelling and grammar.
- Make it big: visuals should be readable from the back, use a large font (18+), avoid mixing fonts, do not use all capitals, make sure captions on pictures/graphs are big enough.
- Keep it simple: don't overdesign, eliminate unnecessary information and clutter, avoid busy backgrounds, use animations sparingly, avoid sound effects or in-presentation videos (unless critical).
- Be consistent: choose a general look and stick to it, keep key design elements from slide to slide (headings, titles, fonts etc), it's a good idea (and very professional) to use your institution's template.
- Be visual: impact of visual is increased by colour IF well used, contrast between text and background, use highlight to emphasise key words, avoid using multiple colours on a single slide, use templates if you want to apply colour schemes.
- Use graphics well: would a picture, graph or chart convey information more effectively than text? Only use graphics if they support your presentation, not for decoration, and they should be readable from the back of the room.

### **Delivery**

- Speak clearly and not too fast or too slow, check and rehearse the pronunciation of words you are unsure of, speak loud enough so that those at the back can hear clearly, remember to pause every so often.
  - Use positive body language and maintain eye contact with your audience, be aware of any verbal tics you may have ("ha", "hum", "like", etc), find a neutral place for your hands to rest comfortably, use gestures that are natural and emphasize what you are saying.
  - DO NOT read from slides, and if you have prompts, DO NOT read them word for word.
  - DO NOT try to answer a question you don't understand. Ask for clarification, and it is OK to say, "This was out of scope" or "It's a great question but we did not explore ..."
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