

Oral Presentation Guidelines

You will be notified by email with the time and location of your oral presentation early May.

- Each person will have 10 minutes to present their research followed by 5 minutes of Q/A. Time limits will be enforced.
- If you have illustrations, and need to make overheads or slides, make sure they are large, and easy to read. A comfortable font size is equivalent to a Times New Roman 22 pt. Equipment that will be provided at the symposium will be: 1) a computer and projector for PowerPoint presentations; 2) one 35 mm slide projector; 3) overhead projector.
- This is a formal presentation and you are expected to dress in business attire.
- Please remember that this is a friendly competition amongst your peers and the best oral presentation for graduate and undergraduate will be awarded.

What to Discuss

Since your presentation time is limited and your research is extensive, you want to make sure that you are concise and to the point. Preparing for your presentation will require careful planning and accurate timing.

Content of Presentation

There are many ways that you can organize and present the results from of your research; here is a simple guide to assist you:

- Clearly state the title of research at the beginning.
- Concisely explain what you were trying to accomplish with your research.
- Clearly state the scope of your research, i.e. the large context in which it is based.
- Order of presentation- There are two basic ways to approach your presentation (1) Give conclusions first and then present the evidence and arguments which led to those conclusions, or (2) start with details and construct an argument leading into your conclusion.
- Draw and present clear conclusions about the results of your research.
- Restrict each slide to a small number of lines.

Quality of Presentation

Although the ideal way to operate is to ask for assistance to your faculty advisor, here are some key suggestions:

- Don't lean, slouch, or hide behind the podium.
- Project your voice clearly and distinctly. Judge the size of the room, how full and noisy it is, make sure everyone can hear you clearly.
- Make eye contact.
- Rehearse your talk and time.
- Do not exceed your allocated time.
- Close by thanking your audience.
- Avoid the "Ahhhh"s and "Uhhhhh"s used to fill in the pauses while you think of what to say next.

Please note:

OSR offers an opportunity for participants to observe, learn and practice professional etiquette common to all disciplines. Presenters should remain in the room until all presentations in their sessions are complete. The other presentations may offer new insights, and all presenters deserve the same audience and respect. Spectators to sessions should enter and exit oral and performing arts session rooms between (not during) presentations.