Oral Presentation

Guidelines & Information

OVERVIEW

An oral presentation allows students to display their research by reading a paper and/or presenting a PowerPoint presentation to a group of interested students, faculty, and staff. This presentation style creates an experience similar to what a student would find at a conference presenting in their discipline.

Presenting Structure

Three sets of students or groups of varying disciplines will present their research within a one-hour session. Each student or group will have a maximum of 15 minutes to present, followed by five minutes for questions from the audience.

At each session, a faculty moderator will introduce the students and keep track of the allotted time. A signal will be provided at the 13-minute mark, letting you know when you have two minutes left to wrap up.

PowerPoint Presentation Guidelines

The PowerPoint presentation must be about 15 minutes long and must relate to the research materials covered in the submitted abstract. Be prepared to answer discussion questions at the end of your presentation.

If **APPLICABLE**, presenters can follow this general guideline for the slide order:

- Title Page
- Background and Research Question (1-2 slides)
- Literature Review (3 or more slides)
- Research Methods (1-2 slides)
- Hypotheses, Data and Findings (as needed)
- Discussion/Conclusion (1-2 slides)
- Limitations/Conflicting Views (as needed)
- Future Research (as needed)

- References (as needed)
- Acknowledgements (1 slide)
- Questions (1 slide)

Please use the following list while creating your PowerPoint and then double check this list after you complete it. We will use these points to assess your PowerPoint.
- Is focused on a small number of main ideas and thus avoids overwhelming viewers with too much information.
- Stimulates discussion and initiates questions.
- Provides enough material to explain the research to an audience that has limited knowledge of the topic.
- Content is organized in a logical, sequential, and discernable order.
- Uses language that is formal yet accessible to the anticipated audience.
- Statements are clear and concise.
- Slides can be easily read from across a room.
- Approximately one slide is used per minute.
- Authors' names are prominent on the first slide.
- Uses only information and pictures/graphics that communicate important information.
- Presentation consists of about 50% images and 50% text.
- There is sufficient contrast between the background and the text so that slides can be easily read by the audience.
- Text is mostly in bullet form with minimal use of full sentences and paragraphs.
- There are no more than six bullet points per slide.
- All text is greater than 20-pt font size.
- Slides use Sans serif fonts (e.g., Arial, Calibri, Courier), rather than serif fonts (e.g., Times New Roman).
- Capital and lower-cased letters are used appropriately (not all caps or all lower-case).
- No more than three colors are used for the text and the headings.
- Avoids colors that cannot be distinguished by people who are color blind (e.g. red/orange and green combinations) and colors that may be misinterpreted by audience members (e.g. UF's blue and orange; FSU's garnet and gold; Christmas red and green).
- Graphics and images do not appear pixilated or distorted.
- Graphics are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).
- No more than one simple type of animation (e.g., appear/disappear, fade in/fade out) is used.