



**Today's Ideas
Tomorrow's Innovators**

The UofC Graduate Conference

May 5-7, 2010

Oral Presentation Guidelines

The GSA conference provides graduate students with a chance to make oral research presentations to a general audience. In order to enjoy success, you will need to take the time to prepare a presentation suitable to this non-expert audience. Remember, planning and preparation will make your oral presentation clear, effective and rewarding.

Getting your Oral Presentation Ready

When preparing your presentation for a **general audience**, avoid using words and/or explanations that are very specific to your discipline as they are difficult for general audiences to understand. If you do have to use terminology to help explain your research, make sure to define what these terms mean. **Always remember, you are addressing a non-expert audience.** As you prepare and practice your presentation, imagine you are explaining your research to a stranger you just met on the street. Oral presentations are 15 minutes long (12 minutes for presentation, 3 minutes for discussion). You are not allowed to go over the 15 minute time limit.

The following tips can help you prepare your presentation:

- When you are creating your presentation, use standard fonts such as New Times Roman, Helvetica, and Arial. These basic fonts are included on the computer that will be in the session room. If you use a special font for your presentation it may not translate properly on the session room computer.
- Once you have created your presentation, review each screen for accuracy of slide order, errors, and check to make sure the font and colors will be seen by others. Test the presentation on another computer to make sure that the fonts, graphics and movies are still included in your file.
- When you are satisfied with your presentation save it onto a Windows readable USB Flash Drive, or a CD-ROM.
- Make a backup presentation to take with you to the meeting in the event of accidental loss or theft.
- Practice your presentation before you come to the meeting. Try practicing it on friends who don't have your research background and see if they understand what you are talking about. Make sure you stay in your allotted time frame for the presentation.
- Prepare for any questions that may come from the audience.

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Session Room Equipment

All of the GSA session rooms will be equipped with a data projector, screen, laptop computer, table, and microphones. There will also be a student volunteer in each session room to help with any technical issues.

Presenters do not have to bring their own computer. There will be a laptop computer that will be available in the session room which will have either Windows XP or Vista installed. There will also be several software programs available on the computer including: Microsoft Office XP, Adobe Acrobat Reader, and Windows Media Player.

Using your own laptop computer for a presentation is allowed in the session room; however presenters using their own laptop **must make sure that their computer has a VGA HD15 pin female output**, so the laptop can be connected to the data projector. If your computer does not have the VGA HD15 pin female output there will be no way to connect to the data projector.

There is no speaker practice room for presenters.

The Day of Your Presentation

On the day of your presentation, follow these handy tips to have a successful presentation:

- Business casual is appropriate attire for giving a presentation. Being comfortable, but suitably dressed during your talk is very important.
- **Arrive at your session at least 30 minutes before it begins.** Give your presentation to the student volunteer so it can be loaded onto the computer.
- Get to know your presentation room. Where will you stand during the presentation? Is there enough space to walk around? Is the screen to your left or right? Are there steps to a stage? If so, where are they located? Where will the student volunteer sit in case of a problem?
- Introduce yourself to the Chair/s and the other speakers of the session.
- Sit toward the front of the room so you are ready to present when it is your turn.