

ORAL PRESENTATION TIPS

Speaking offers you the opportunity to present an idea or concept, but lecturing to large audiences requires skill & planning.

Here are some simple guidelines:

1. Observe deadlines from the SGIM office!
2. Make sure you disclose any and all *commercial* interest you have relative to the subject prior to beginning your presentation. This disclosure should be included on your first slide.
3. Keep your audience in mind as you prepare and deliver your presentation.
4. Identify the objectives of your presentation.
5. Make sure you are comfortable with the equipment you will be using: microphone, computer, laser pointer.
6. Place the microphone properly. If you can't be heard, the audience cannot learn what you have come to teach!
7. Face the audience, not the slides or graphics you are showing.
8. Do not read your presentation *verbatim* from your notes or slides.
9. Use the laser pointer judiciously.
10. Repeat or re-phrase questions during a Q&A session. This involves the entire audience in the process, not just you and the questioner.
11. Try to establish eye contact with members of your audience in various areas of the room.

Please Note:

Your oral presentation is scheduled for 10 minutes with a 5 minute question and answer period afterwards. If you are presenting an oral presentation you may receive instructions on uploading your presentation files prior to the meeting. If you do not, please arrive at your designated room at least 15 minutes prior to the start of your session to upload your files on the laptop provided. Your presentation is preferred in a Flash (Thumb) Drive format.

ONLINE ADVICE

Check out this website:

<http://www.swarthmore.edu/NatSci/cpurrin1/powerpointadvice.htm>

Graphic Design Tips:

Graphics can enhance your lecture, helping *you* maintain audience interest, and helping *the audience* remember important points. Do not design graphics to serve as your lecture notes.

When presenting in a large meeting room or ballroom, design your graphics so they are legible to the person in the last row.

Make sure that the information on your slides matches your text.

Practice, practice, practice! Public speaking is an art. If you think you are speaking slowly, speak more slowly! Prepare a concise presentation.

Good Slide Design

- Two simple slides are better than one complex slide.
- Two (2) facts per slide -
one slide per every two minutes.
- Standard Design:
Six lines of text per slide
- Be selective with graphics, they should support, not detract from your information.

Color:

Use basic colors with high contrast between your background and text colors. Dark blues or greens with white text are recommended. Do not use more than three colors. When choosing text color, avoid pastels, which cannot be seen by color-impaired audience members, and red, which does not project well. Highlight sparingly, using bright yellow.

Font and Font Size:

For lecturing in a large room, a font size of 24 - 36 point works best; 18 point may be legible, but only with difficulty.

We recommend using a sans serif font for your slides (examples: Arial, Verdana). Avoid using **bold** and *italics*. Simple is better.

Graphs and Charts:

Remember - using material from a publication may violate copyright laws unless the publisher grants permission or you are the original author.

Create your own graphs and charts.

For slides with a two-column table, the maximum number of rows should not exceed five; for a three-column table, the maximum number of rows should be three.