

GPHC 2021 Oral Presentation Guidelines & Tips

Oral Presentation Guidelines:

All oral presentations will be given live using Zoom, and the presenters should have the following:

- working internet connection
- electronic presentation (e.g., PowerPoint, Google Slides, Prezi) that can be shared from their computer
- most recent version of Zoom installed on their computer
- webcam with working video and audio

During the session, each presenter will:

- join the Zoom presentation link 10 minutes before the start of their session;
- introduce themselves to the presentation moderator via the Zoom chat tool;
- be strictly limited to 10 minutes for their presentation with an additional 5 minute question and answer time.

Oral Presentation Tips:

A good presentation is concise and to the point. It also typically includes a visual narrative like a slideshow as a guide for viewers. Here are some other points of advice to consider:

- Time Limit: 10 minutes (*adhere to this limit*);
- write a script for your presentation to keep you within the time limit (rule of thumb: one double spaced page of 12 point font text equals two minutes of reading);
- practice as if you are recording, but do not record your presentation;
- test your computer equipment beforehand for good sound and visual quality;
- keep your face level in the frame;
- choose a quiet, uncluttered area devoid of external noise with good lighting to conduct your presentation;
- speak clearly and enunciate—do not mumble;
- organize the main points in a logical sequence;
- first introduce yourself and identify your university and honors program/college;
- next outline the topic of your presentation;
- explain the points of your presentation in a logical, linear format;
- conclude your presentation with a summary, its significance, and closing thoughts.

ELEMENTS

- Your first slide should contain your presentation title, name, university, and honors program/college.
- Organize your presentation so that it includes the following:
 - the research work question of your study;

- the framework, background information (referenced), knowledge gap in the field of study, objectives, and hypothesis or thesis;
- methods/approach, data collection;
- results;
- summary, conclusions, and/or significance;
- references;
- acknowledgements.

FORMAT

- Use sans-serif fonts (e.g., Arial, Helvetica, Verdana);
- implement visual contrast to make your presentation pleasing to the eyes (e.g., black and white, blue and white);
- make sure your text is large, readable, and limited to only what is necessary for viewers to see on slides;
- include appropriate pictures to illustrate your ideas and give life to your presentation.