

**GENERAL INSTRUCTIONS TO STUDENTS FOR ORAL PRESENTATIONS
AND
GUIDELINES FOR PREPARATION OF A POWERPOINT PRESENTATION**

GENERAL INSTRUCTIONS TO STUDENTS FOR ORAL PRESENTATIONS

A. Preparation for your talk:

- Know your topic; read background information; talk to your mentor, other faculty, etc.
- Be prepared to answer questions

B. Organization of visual aids: Organize your slides with the following in mind:

- Title, affiliations, awards, etc.
- Introduction and/or background in subject area
- Information to engage a general audience and to provide context to interest audience
- Experimental (if appropriate, can be integrated with Results)
- Results
- Conclusions or Summary
- Future work
- Acknowledgments (\$ support, Advisor, etc.)

B. Preparation of PowerPoint or Adobe Acrobat:

- Make each of your slides clear and readable.
- See more suggestions on the next page.

C. During your talk:

- Refer to your slide information using a laser pointer
- Hold pointer steady; do not waive it around

D. Practice, Practice, Practice:

- Practice as much as possible to achieve an easy delivery
- Do not read your talk or memorize it
- Know as much about your subject area as possible

E. Handling of audience questions:

- Answer clearly and concisely; if you don't know the answer, say so

GUIDELINES FOR PREPARATION OF A POWERPOINT PRESENTATION

1. Text

- Make all text as large as possible; > 28 font, using same font style throughout
- Exceptions: (however, try to use font no less than 20 if possible) references or subtitles on graphs or pictures
- Font: Arial or Times Roman
- Bold: all text
- Colors: depends upon background choices; see ideas below

2. Backgrounds

- Use a simple, pleasing background
- Examples:
 - Dark blue grading to light blue; yellow print
 - Simple repeated graphic on left side; white background and black print
- Avoid a background with many lines, many colors, or many shades of one color
- DO NOT USE ANIMATED BACKGROUNDS; they are distracting to audience

3. Graphs, diagrams, pictures, etc.

- Make these as large as possible
- Make any text be as large as possible.
- Use appropriate significant figures on EXCEL plots or other types of plots that have numbers.
- Don't exceed four plots per page

4. Operation of PowerPoint during your talk

- Use the Page Up/Page Down or cursor keys to move between your slides.

5. Other:

- Know what version of PowerPoint will be available (ppt 95/97 or later versions, for example)
- Know what type of disc drive will be available for uploading your presentation

- If special software is available for your presentation (QuickTime Movie player, Adobe Reader, etc.). You may have to make a special request for this software.

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