

## **Oral Presentations**

The author(s) of oral presentations are provided **8 minimum to 10 minutes maximum** to present, with additional time allotted per presentation for questions. This schedule is strictly enforced by the room moderator. Oral presentations are held in technology enabled rooms. These rooms have a Dell laptop computer, projector and large screen. Each computer is configured with Windows 7 64 bit operating system and Microsoft Office 2010 including Word, Excel and PowerPoint. Presenters must use the laptop provided.

Presenters must bring any digital presentation materials on a USB flash drive. It is strongly recommended that presenters bring a backup of their digital presentation materials on a secondary USB flash drive or provide handouts, in case their primary digital memory device does not work. The recommended format for presentations is Microsoft PowerPoint 2010 (.ppt), although files saved in older versions of PowerPoint should be compatible. All rooms have internet connectivity.

If there are any technical difficulties during the presentation, please inform the moderator who will contact the technical support team. Presenters should arrive at their assigned room 10 minutes prior to the start of their session (not their individual talk) to transfer their presentation to the laptop and to ensure that it opens properly.

Presenters are welcome to engage the audience by moving around while talking, and are not required to remain behind the podium. Presentations may be multi-media as well, including various audio, video, demonstration or performance elements.

### **Oral Presentation Judging**

Oral Presentations may be judged by A-State administration, faculty, and members of the community. Judging rubric is provided online.

### **Professional Courtesy**

Create@STATE offers an opportunity for participants to observe, learn and practice professional etiquette common to all disciplines. Presenters should remain in the room until all presentations in their sessions are complete. The other presentations may offer new insights, and all presenters deserve the same audience and respect. Spectators to sessions should enter and exit the room between (not during) presentations.

## Questions to consider when preparing and presenting your presentation:

### Content:

- Are my objectives/hypotheses clearly stated?
- Have I given an appropriate amount of background information for my audience?
- Have I clearly explained my methods?
- Are my results presented in a simple to follow, yet comprehensive manner?
- Have I stated the significance of my research at the local, regional and/or global level?

### Visuals:

- Are the images I am using meaningful to the message I want to deliver?
- Are the images I am using properly credited (if not open source or my own)?
- Do I have an appropriate balance of words, images, figures, and spoken-only information per slide?
- Are my font sizes and color choices easy to view by all audience members?
- Am I using animation in a meaningful way?
- Am I using white space effectively?

### Oration:

- Am I projecting clearly and speaking without colloquialisms?
- Am I speaking with proper pacing, and pausing without filler words (e.g. 'ums'/'uhs'/like)?
- Am I standing still and towards the audience?
- Am I using hand gestures appropriately?