

24th Annual National McNair Research Conference and Graduate Fair

Oral Presentations

Spoken presentation is a principal means to convey research to colleagues. It is especially appropriate for literary and social sciences, and in STEM disciplines enables systematic presentation of more results than in poster format. Audiences are often dominated by listeners from the specific area of expertise. Good oral presentation is a learned and valuable skill, and these sessions provide real experience in this form of communication.

- **Visual technology** will be provided, with Windows-based PCs and PowerPoint in each room. Bring presentations in .PPT format on a USB storage device and be prepared to transfer it to the presentation computer the night before you present.
- **12 minutes** are allotted for your monologue. An additional three minutes for dialogue (questions-answers) follow your talk. At 15 minutes the next speaker is introduced.
- **Be sharp looking and lively!** Know your material – rehearse your talk well. Have a short introduction, a hypothesis or theory, an essential presentation of methods used, and a major focus on outcomes. Conclude by showing how you improved knowledge in your field.
- **Stay on track!** Use file cards with major points, or have them on slides as you move along. Do not rush through too many slides – rather, clearly get across a limited number of points. If the audience learns ONE THING from you, you are ahead.
- **Concept or Data, not bling!** Do not clutter your slides with logos, designs, or extraneous material. Be sure that text is clearly visible (large font in black on white or light background). Figure legends and labels should be large enough to read. Tables should have few rows and columns giving the important results, not a highlighted item in a sea of numbers.
- **Critical evaluation** may be provided by each listener via evaluation forms and will be given to each speaker at the end of the day.
- **The Meeting Program** will have your name, title, time and location of your talk. Write it in the front so you can quickly show prospective viewers where to see you.