Undergraduate Research & Engagement
Symposium 2014
Oral Presentation Guidelines

Symposium Registration: Be sure to register to present at the symposium by March 10. Please register for the symposium here.

Students are encouraged to attend an oral presentation workshop to prepare for presenting their research or engagement project. Currently, one workshop is scheduled for March 14, 3:30-5 in Sullivan 202. Sign up here to register. If you are interested, but this time does not work for you, please e-mail lurop@luc.edu and let me know. If there is enough interest, we will schedule a second workshop.

Three or four students or student groups will offer their oral presentations in each room during the symposium. You will be put into a group with presentations on similar projects to maximize discussion.

Preparing your Oral Presentation
- Presentation should be 10 minutes in length maximum, so aim for about 8 minutes
- Additional 5 minutes for questions from the attendees and your responses
- A moderator will keep track of your presentation time, you will be shown flashcards for 2 minutes left, 1 minute left, and stop

Content for a Research Presentation:
- Content should be similar to an abstract and should include, generally, the following sections:
  - Introduce yourself, your mentor, and your discipline
  - State your research question or problem
  - Indicate the significance of the issue (the “so what?” of your project)
  - Briefly describe your research methods and sources
  - Results/Findings
    - Be sure to make clear what your thesis or argument is here
  - Conclusion
  -

For more information, contact:
LUROP, lurop@luc.edu
Content for a Community Engagement Presentation:
- Content should be similar to an abstract and should include, generally, the following sections:
  - Be sure to introduce yourself, your mentor/instructor/advisor, and the discipline in which you did your engagement work, if applicable
  - Briefly describe the social problem or engaged research question to which you were responding with this project
  - Put your efforts in context: how does your response build on, advance, or challenge other approaches to the problem/question?
  - Briefly describe your project (program, intervention, research agenda, etc.)
  - Indicate the impacts, implications, or results of your project
    - If applicable, consider these for multiple audiences/constituencies. For example, some projects may have very different implications for academics studying a social problem, for social service organizations responding to a problem, and for clients of those organizations who are attempting to overcome a problem.
  - Conclusion (including possible “next steps”)

On Presenting:
- Practice! Practice in front of friends or colleagues
- Speak Slowly, Clearly, Loudly
  - Don’t be afraid to ask the audience if they can hear you.
- Use notes but don’t read! Notes and outlines are encouraged, but avoid reading your entire presentation.
- Make eye contact.
- Use first person. Unlike in a research paper, you can use first person when presenting.
- Create a strong opening to engage your audience.
- Make eye contact!
- Be prepared to present even if technology fails! (Don’t rely on your PowerPoint slide for your notes.)
- Consider your audience. Remember that your audience may not be just people in your discipline. Define terms that are specific to your discipline.
- Proofread your slides

Visual Aids Tips:
- Supplementary Materials are strongly encouraged
  - Samples: Power Point presentations, Prezis, photos, graphics, short videos, diagrams, graphs, charts
- Keep visual aids simple and uncluttered. Don’t cram Power Point slides full of text!
- Use color and contrast (Dark background w light text or vice versa)
- Use a font size large enough to be seen from the back of the room (A rule of thumb: slides are readable from the back of a room if they are readable at a distance of 9 feet from a 15” monitor)
- Don’t be dependent on your slides and don’t use too many
- Avoid sound or slide transitions that will simply use up your time
- Explain graphs/equations

General Advice:
- Stay for all presentations during your session, and ask each other questions.
- Encourage your friends and colleagues to attend your presentation!

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