

Undergraduate Research & Engagement Symposium 2013 Oral Presentation Guidelines



Symposium Registration: Be sure to register to present at the symposium by **March 15**. Please register for the symposium here [here](#).

Students are encouraged to attend one of two Oral Presentation Workshops to prepare for presenting their research or engagement project. Both workshops will be held on a Friday, from 4-5pm in Sullivan 290. Sign up [here](#) to register for February 22 and [here](#) for March 22.

Four students 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 8 minutes in length maximum, so aim for about 8 minutes
- Additional 5 minutes for questions from the attendees
- A moderator will keep track of your presentation time

Content for a Research Presentation:

- Content should be similar to an abstract and should include, generally, the following sections:
 - Be sure to 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

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

For more information, contact:
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- 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!