ORAL PRESENTATION GUIDELINES

Overview
Oral presentations will be from Monday, April 7 at the Student Colloquium, Tuesday, April 8 afternoon, Wednesday, April 9 all day, and Thursday, April 10 all day. Please follow these directions so presentations are successful and participants are able to move between sessions without interrupting presenters.

Presentation File Format
The acceptable format for presentations is Microsoft PowerPoint 2003 or later format.

Uploading Your Presentation
Bring your presentation loaded to a USB Portable Drive. Save your presentation using your First Surname followed by your First Given name. Presentations must be downloaded to an AV Computer by 6 pm the day before your presentation at the latest. You must download your presentation at the Media AV Room. Media AV Room hours will be:

Sunday, April 6	2:00 pm – 7:00 pm
Monday, April 7	8:00 am – 6:00 pm
Tuesday, April 8	8:00 am – 6:00 pm
Wednesday, April 9	8:00 am – 6:00 pm
Thursday, April 10	8:00 am – 12:00 pm

Presentation Length
Presentations are scheduled in 20-minute blocks. During this 20 minutes the following will occur: introduction of the speaker, the presentation, questions, and time to move between sessions. It is critical that all moderators keep their speakers to this 20 minute slot. The breakdown of the 20 minutes is as follows:

Introduction - >1 minute
Presentation = 15 minutes
Questions = 2-3 minutes
Travel between session = 1-2 minute

Presenters will not be allowed to go over the 20 minute time slot. It is essential that all moderators keep on time so we can maintain the meeting schedule and keep the concurrent sessions synchronized.   There will be no exceptions! The moderator will notify you when you reach 12 minutes and 15 minutes and at 20 minutes you will be asked to leave the podium.

Moderator
The moderator will oversee each session. Presenters are responsible for providing their moderator with a brief basic biography that the moderator will use for introduction. Pertinent information includes title, current position, organization/agency, education

background, and any other tidbit of interesting information. Moderators should contact their presenters prior to the meeting for this information.

<u>Presentation Guidelines</u>
You will be speaking from a podium-mounted computer and microphone. Please familiarize yourself with this set-up including the use of the laser-pointer prior to giving your presentation.

Speakers should arrive in your scheduled room at least 10 minutes before your session.

The general outline for presentations should be: introduction, objectives, methods, results, conclusions and implications. Objectives should be clearly stated and avoid unnecessary details in the methods unless the methodology is the central topic of your presentation. Concentrate on results and conclusions.