

TIPS FOR PRESENTERS: SSRIC Student Research Conference

TIME

1. If there are 3 presentations during your session, which is the case for most people, then you will have approximately 15 minutes for your presentation. This will leave time for questions at the end.

If there are 4 of you in the session, then try to limit your presentation to 10-12 minutes.

2. The moderator will be there to introduce each paper and keep you on track for time. They will hold up a card to let you know when you have 2 minutes remaining and then let you know when you are out of time. To help this go smoothly, please **PRACTICE** your presentation several times to make sure that the time is appropriate

EQUIPMENT

3. Laptops and projectors are available in each room for PowerPoint presentations. You do not HAVE to use PowerPoint, but if you choose to, please bring your presentation with you on a flash drive or CD.

GENERAL TIPS FOR POWERPOINT PRESENTATIONS

- Try not to look at the screen. It is hard to hear when the audience is looking at the back of the presenter's head. Make eye contact with your audience when possible and glance at your notes only when necessary (this will be easier after you have practiced).
- Do NOT put too much information on each slide. Your audience will have a hard time reading a full screen AND listening to you. Just limit your bullet points to key phrases and share the majority of your information orally.
- RELAX. This is a friendly conference, and while we encourage you to ask questions of presenters, this is a learning experience for all of us!!