



Presentation Tips & Guidelines

Organize Your Talk

Step back from the details of your research and think about what your audience might like to learn from your work. Keep it simple - remember, less is more.

1. State the hypothesis and purpose of your research.
2. Describe your methods of investigation.
3. Include data collected and what was learned.
4. Give conclusions based on the collected data.
5. Emphasize the significance and highlights of the research.

Your Presentation

1. Prepare notes that highlight the salient points of your talk.
2. Practice the delivery of your talk several times prior to your presentation along with your slide sequence being sure to fit your talk into the time allocated to you.
3. Try to avoid jargon, highly specialized vocabulary and unfamiliar abbreviations.
4. Think about questions you might be asked about your work and be prepared with well-thought out answers, being mindful of the limited time for Q and A.

Audio-Visuals

1. Audio-visuals should amplify your talk, not duplicate it; remember, it is highly probable your audience can read. Avoid reading your slides aloud to your audience!
2. Choose the medium that will optimally display your information - don't use words if a picture will convey it more clearly (graphs, tables, charts, etc.).
3. Use line graphs to show trends; bar graphs to compare magnitudes; pie graphs to demonstrate relative portions of a whole.
4. Make sure your supporting audio-visuals are concise, uncluttered, and **easily read from a distance.**

At the Meeting

1. Check the symposium program to see if there are any changes in your session.
2. Arrive at your session 20 minutes early to setup and introduce yourself to the Session Chair.
3. Please stop when signaled by the Chair to do so.