



Administrative Offices

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Guidelines for Oral Presentations: 2024

Presentation Length:

- Contributing Speakers are allotted 20 minutes for an oral presentation.
- Keynote/Invited Speakers are allotted 40 minutes for an oral presentation.
- ***Remember: Include 5 minutes for introductions and Q&A in the total presentation length.***

Available Equipment:

- A computer and LCD projector are supplied in each session room.
- Each presentation room is equipped to broadcast audio from your PowerPoint presentation.
- Presenters requiring other specialized equipment or software must contact SVC before April 1, 2024
- Embed any video or audio files directly into your presentation.
- Presenters may review their presentation at the SVC Presenter/Manuscript Center.

Tips for Giving a Successful Presentation:

- Prepare note cards to organize a brief outline of ideas.
- Rehearse your presentation.
- Explore the equipment (i.e., lights, projector, microphone, etc.) operation prior to giving your talk.
- Look at the audience. Eye contact is essential. Make sure you address all areas of the room when you are presenting; make everyone attending feel that you are speaking to them.
- Present a discussion of your paper—don't just read your paper.
- Allow time at the end of your presentation for questions. Moderators will start each new presentation promptly.
- Repeat questions before responding with an answer.
- Don't forget: Have fun! People are there to hear what you have to say and they all know how difficult it is to stand in front of a crowd.

Most Effective Visuals Are:

Consistent—promote comprehension
Unique—graphics and color aid retention
Customized—avoid canned presentations
Simple—don't overwhelm the audience

Tips for Preparing Effective Visual Aids:

- Read and follow the PowerPoint Presentation Guidelines.
- Use upper and lower-case letters.
- Avoid using handwritten visual aids.
- Limit information to one topic per visual aid.
- Follow the "6x6" rule: No more than six words across and six lines down, excluding title, on each slide.
- Use recommended text sizes:
 - Main Title: 66 point
 - Subtitle: 54 point
 - Body Text: 40 point
- Use recommended fonts for best readability, including Times, Times Roman, Times New Roman.
- Horizontal/landscape format is preferred.
- Avoid white backgrounds: Light-colored copy on a dark background is easier to read.
- If using colored type or backgrounds, be certain the colors are contrasting so that the visual is not difficult to read.
- Use graphs to summarize data. Tables of data should be avoided because they are difficult to read.