

Guidelines for Preparing an Oral Presentation

Developing PowerPoint Slides

Slide Format and Content

***All slides must be in 16:9 widescreen format.**

Prepare slides that support and supplement, not simply duplicate, what you are saying.

Design slides specifically for an oral presentation. Slides prepared for journal or book publication are seldom effective and often not legible.

Neither commercial activities nor any advertising may be included in the presentation.

Color

A high contrast between the lettering and the background is important.

Lettering

Lettering should not be less than 1/40th of the height of the effective area of the slide.

Select and Simplify

Each slide should make one or two points. The slides should be cleared of data not pertinent to the presentation. Keep the content of a slide simple, clear, and readily understandable.

Text

Text slides are appropriate for introducing the objectives of a study, definitions or quotations, chemical formulas, and the summary.

Tables and Figures

Tables and figures designed for publication are typically unsuitable for projection. Details are often too many and too complicated to be recognized by an audience in the limited length of time a slide is shown.

Graphics

Choose the type of graphic most suitable for the variables concerned. There are numerous alternatives. Include statistics when relevant. Use the same design and labeling in all related charts or diagrams. The uniformity in layout helps the audience to reach rapid orientation and understanding.

Organizing Your Presentation

- Select and arrange the major points in logical order
- Avoid excessive technical details and extensive literature citations; the presentation should explain the work in simple, general terms wherever possible
- Avoid the use of abbreviations
- Avoid the use of too many numbers and statistics

In general, the presentation should explain:

- Purpose of the work
- Brief review of the methods of investigation used
- Results obtained
- Conclusions drawn
- Suggestions for further work

The presentation should not report:

- Historical information unless absolutely necessary
- Literature references
- Previous work or details of experimental procedures
- Intermediate results
- Details of negative findings unless they are absolutely essential to the argument

Delivering Your Presentation

Guidelines for Delivery

- Practice your delivery, first alone, then before colleagues. Ask for suggestions on improving the organization, slides, and delivery.
- Rehearse to ensure you are within the allotted time limit.
- Present your paper; do not read it.
- Speak slowly and to the audience, not the screen.
- Allow the audience time to read the text on the slides.
- Delivering a presentation, without referring to the written text, is encouraged in the interest of a livelier presentation.
- Questions on presentations will take place after all presentations are completed. During the discussion period, repeat the question before responding so that the audience will understand the response.

Uploading Your Presentation

Upload Your Presentation Onsite – Speaker Ready Room

Presenters must upload their presentation onsite at the congress in the Speaker Ready Room. You may upload your presentation up until the session time block that takes place before your assigned session time.