**ORAL PRESENTATION GUIDELINES**

QUESTIONS? EMAIL MURACE@GCSU.EDU

---

**ORAL PRESENTATION SESSIONS**

1. Each presentation should be approximately 10 minutes long.
2. A PC and a projector will be available for your use. The PC will have sound and will facilitate the use of a DVD.
3. The session PCs will have internet access.
4. The recommended file type to be used for presentations is PowerPoint.
5. The presentation files should be brought via USB, memory stick, or a similar memory device.
6. Speakers are requested to upload their presentation onto the session PC and report to the session chair 10 minutes before the start of each session.
7. All speakers will be introduced to the audience by the session chair.

---

**ORAL PRESENTATION STYLE**

1. Do not read from the slides or your notes.
2. Vary your word choice.
3. Do not talk to the screen; maintain eye contact with your audience.
4. Use a laser pointer to indicate salient features of the slide as you speak (there will be one provided in your session room).
5. Speak loudly and articulately.

---

**RECOMMENDATIONS FOR A GOOD PRESENTATION**

1. Contents should be structured in the order of title, introduction, methods, results, discussion.
2. Use bulleted lists instead of full paragraphs.
3. Every slide should contain a title that summarizes the information presented on that slide.
4. Create a logical flow for your presentation.
5. Use large, sans-serif fonts.
6. Use simple backgrounds and colors that contrast with this background.
7. Limit graphics to 1-3 per slide.
8. Avoid using all capitals in your text.
9. Include a good combination of words, pictures, and graphics.
10. Fill out a story board before you put your presentation together.

---

GEORGIA COLLEGE & STATE UNIVERSITY

RESEARCH DAY

MARCH 29, 2023