

Oral Presentations

At the Summer Research Conference, **you will each have 10 minutes for your talk, followed by 5 minutes for questions.** If you are making an oral presentation at another conference, you should check the conference website to see what sort of time is allowed for each speaker. At Oxy's summer conference, each session of 3-4 talks will have a faculty moderator who will introduce you and help keep you on time. The session chair will warn you when you have 5 minutes and 1 minute left. At the 5 minute warning, you should be aware of how much material you have left and decide if you need to omit sections or slides or speed up your presentation or if you should slow down and provide more details. At the 1 minute warning, you should begin wrapping up your talk.

You should bring any PowerPoint or other electronic files on a flash drive. Please do not email the material to yourself with plans to download it--there usually isn't time for each speaker to log in to their email and find the presentations. Each room will have a laptop and projector; test your presentation on a PC other than your own to be sure it works. This is particularly important if you are using anything other than PowerPoint.

Need help preparing your oral presentation? We suggest you speak to your mentor or check out these informative websites:

Guidelines for Oral Presentations (Auburn University)

<http://www.auburn.edu/~burnsma/oralpres.html>

Preparing an Oral Presentation (Kansas University Medical Center)

http://www.kumc.edu/SAH/OTEd/jradel/Preparing_talks/TalkStrt.html

Making an oral presentation requires knowledge about the topic, but it also takes practice! If you're nervous, you might find you can build your confidence if you get a group of students together for a practice session in advance of the conference – time one another's talks and give each other feedback and advice
