

## Presentation Guidelines

### Ocean Ecosystems Winter 2007

#### *Logistics*

- Your presentation must use Microsoft Powerpoint
- A PC laptop and projector will be provided
- E-mail your presentation to the TA by 5pm the day before you are presenting or hand it in on CD/USB drive between 9:30 and 11 AM the day of your talk (EMS D402)
  - If you are presenting on Feb. 27 it's OK to bring your presentation to section on a CD or USB flashdrive instead
- Name your file with your first name. For example: veronica.ppt
- Be prepared to be in section the entire time for the day you are presenting (graduate students must be present all three days)

#### *Presentation Rules*

- Your presentation should be an overview of your paper, or focus on one aspect of your paper topic
- Presentations must be no longer than 5 minutes long (A good rule is one slide for each minute) or you will be stopped (I'll let you know when you're at 4 min.)

#### *Advice for a Successful Presentation*

- Organization is key – have an explicit introduction with background information, the problem/topic you are reviewing in your paper, and a conclusion that should shed new light on the problem as opposed to a summary. For example, where is the field going, what are future directions, possibilities?
- Practice before you come to section!!! This is so important and will be obvious when you give your talk. Not only will it help you solidify your own ideas surrounding your paper, but it will keep your time to 5 minutes
- Avoid putting lots of text on the screen – that will just bore your audience as well as confuse them. Remember that you are the presenter and your slides should just be icing on the cake – meaning that they should have visuals – pictures, graphs, etc. Keep your text to a minimum. I often use bullets to highlight 3 points of my discussion for that slide. That way, people know where I'm going with it.
- Your talk should be memorized. Don't read long passages from the slides or from a piece of paper in front of you. Again, practice is essential for this. (Notecards are OK though)
- Flashy = bad. Too much animation is not a good thing. Having things whizzing across the screen with audio just distracts the audience from your discussion. If you are using colors, make it easy on the eyes. It is really hard to look at red text on a blue screen for example.
- Don't forget to get excited about this! You chose your topic because it interested you, now make it interest us! (even butter-churning can be fascinating when you have a good teacher!)

#### *Grading*

- Presentations will be graded on:
  - Attendance (getting your ppt to me on time & attendance in section) 2PTS (4 for grads)
  - Timing (between 4 and 6 minutes is OK) 2 PTS
  - Presentation (Slide visuals, preparation, answering questions, etc) 6 PTS
  - Scientific content (Understanding of material, journal resources, etc) 5 PTS (6 for grads)
  - Total: 15 PTS Undergrads; 18 PTS Grads