

Austin College Student Scholarship Conference

Oral Presentation Guidelines and Instruction

Students participating in the Austin College Student Scholarship Conference selecting the oral presentation format should follow these general technical guidelines. Students should, however, feel free to create a presentation consistent with the standards of their discipline. Power point presentations are not peer-reviewed or evaluated for merit. **The primary faculty sponsor is responsible for reviewing the content and approving the presentation describing the research.**

Deadline:

- Students must arrive in the presentation room **30 minutes** in advance of the starting time of their session with digital media files on a USB drive.

Oral Presentations without digital media:

- Presentations should be consistent with the discipline. Students should seek detailed advice from their faculty sponsors.
- It is imperative that your presentation is clear and concise and fits within the time limits for oral presentations. Moderators will be enforcing time limits.
- Time limits for each presentation will be 20 minutes including questions and discussion.

Oral Presentations with digital media:

- Presentations should be consistent with the discipline. Students should seek detailed advice from their faculty sponsors.
- Prepare your presentation early, it will take longer than you think and you do not want to be rushing at the last minute. Expect this may easily take several hours of work time to prepare a high quality professional presentation.
- Presentations must be prepared in a 2010 compatible version of Microsoft Power Point.
- When possible, verify on both a Mac and PC that the file is cross-compatible and working properly in advance.
- Use large point serif fonts (times, arial, and other typeface fonts), so that it can be read easily in a large presentation room. You may also need to thicken lines on figures to be seen from a distance.
- Use bold, bright, primary colors to illustrate your images. Avoid unusual color choices that may not project well.
- Do NOT use distracting sounds or animations. Animations should only be used when needed to effectively present the content.
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- Time limits for each presentation will be 20 minutes including questions and discussion.
- Students must arrive in the presentation room 30 minutes in advance of the starting time of their session with digital media files on a USB drive.



Please visit <http://www.austincollege.edu/ACSC> for more information