

# Guidelines for Oral Presentations

SURC 2023, SUNY Maritime College

Student oral presentations will be grouped into sessions organized by topics and moderated by Maritime College faculty members in relevant disciplines. Presenters are expected to attend the entire session in which their presentation is scheduled. You should arrive before the session begins to meet the moderators, check in, and transfer your presentation file to the provided computer. Each presentation should be 15 minutes, including Q&A, with 5 minutes of buffer and transition between each presenter.

## Technology

### Provided Technology

- Oral presentation rooms are each equipped with a Windows computer with PowerPoint and Adobe Acrobat installed.
- The computer is connected to a large LCD display and connected to a sound system throughout the room.
- The computer is at a podium.
- Microphones are not available, but the rooms are relatively small with good acoustics, so a normal speaking voice will be easily heard by the audience.
- We cannot provide a clicker, but there is a keyboard and mouse at the podium to advance your slides.
- You are welcome to bring a plug-and-play USB clicker device or a laser pointer.

### Presentation File Requirements

- You will need to use the computer provided in the room, rather than connecting your personal laptop.
- Please bring your presentation on a USB storage device (flash drive).
- The file must be PowerPoint (PPTX) or Adobe (PDF) format.
- For logistical reasons, you cannot use browser-based presentation software (e.g., Google Slides, Prezi, Slideshare). You can generally export slides made with these services to PDF format, though.
- If your PowerPoint presentation includes video or audio, they must be inserted as embedded items, as described in [this article](#), rather than being linked files.

## General Recommendations

- Presenters should create visually appealing slides with appropriate font size and color contrast for titles and lettering.
- Check clarity of projected images and resize as needed for optimum legibility.
- An opening Title slide should contain your name, home campus, faculty mentor, and presentation title.
- A concluding References slide is helpful for any questions on your sources.
- Do not overtext slides: a good rule-of-thumb is to limit each slide to a maximum of 3 lines of text, with no more than 7 words per line. Succinct “text messaging” style is more effective than typical prose, as a listening audience should not be distracted by extraneous text.
- Keep your presentation dynamic by dividing key points among a succession of slides; avoid overcrowding a single slide with excessive content.
- Students are encouraged to rehearse the presentation before their faculty mentor for feedback on slide content and presentation style.
- Be sure to check (and re-check) presentation length in real time!