



UGRC PAPER PRESENTATION GUIDELINES

This set of instructions will help you prepare for your presentation.

The Basics

- You have been scheduled to appear on a panel with 3 or 4 other presenters with similarly themed papers.
- The name of your panel, time of your presentation, and room number will be available soon.
- A professor has been assigned chair duties to make sure presentations begin and end on time and to moderate the question period.
- Your time to present, including questions and answers will be 15 minutes. The chair will indicate when you have five minutes left. You will not be allowed to go over time.

Get Ready

- **Prepare:** Make general notes that cover the main arguments and points of your paper.
- **Rehearse:** Do not read from the paper itself! Practice your talk. See how long it takes.
- **Revise:** Rework the presentation so that it is clear and on time. Remember that 15 minutes goes by very fast.
- **Slides/Technology:** If you are using PowerPoint, etc, be sure your slides are ready to go right away and are in the proper order.

Delivery

- **Pace:** Speak clearly and do not rush.
- **Mix things up:** Do not recite the paper or read directly from your notes. Speak with authority and emphasize the most important points. Remember you are trying to convince the audience and your fellow panelists of the importance of your argument. Avoid presenting long quotations.
- **Speak Clearly:** Make sure people can hear you. If you speak quietly or mumble, your presentation will have far less impact.
- **Watch your time:** Bring a watch and keep track of the time during your talk.
- **Be Confident:** Do not say “um,” “stuff like that,” or “I don’t really know what I am talking about but...” Do not apologize for your paper. Remember that it was good enough to be accepted!
- **Slides:** If you are using PowerPoint slides, do not read from the slide but directly speak to your audience.

Questions

- **Be confident:** You are the expert on your paper. Take questions about your work as a compliment and an opportunity to address things not mentioned in the presentation.
- **Be polite:** Never take a question as an insult but as a genuine inquiry. Thank the questioner for their interest and insight.
- **Be calm:** Even if you feel a question is out of line or missing the point, do not let it get to you. Remember, many people in the audience may not be familiar with your area of research.