STRUCTURE OF A 5-MINUTE ORAL SCIENTIFIC PRESENTATION

- Title
- Outline
- Background
- Methods
- Results
- Discussion
- Acknowledgments
- Question and answer period

Some information found in this power point was taken from the University of Southern California Dornsife: https://dornsife.usc.edu/assets/sites/605/docs/Tips_10_minute_Scientific_PowerPoint_Presentation_Meds_490.pdf

TITLE SLIDE (10-15 SEC)

- **Title**
- **Names of all individuals involved in project**
- **Your affiliation (UBCO Student)**
- **Appropriate logos (UBCO logo)**

OUTLINE

This is where you will go over with your audience what you will be talking about over the next 5 minutes

- **Background**
- **Methods**
- **Results**
- **Discussion**
- **Acknowledgments**
- **Question and answer period**

BACKGROUND (1 MIN)

- **Usually 1-2 slides**
- **Engage audience by being passionate about the subject**
- **Set stage for why this research is important i.e. what is the problem**
- **Essential information (only) about project**
- **Establish relevance - Include a slide describing study objectives**

METHODS (1 MIN)

- Likely 1 slide but up to 2 depending on if using photos
- Describe study design(s) – use pictures/diagrams wherever possible
- Describe study groups and why selected
- Describe the variable you were testing and your control group
- Include information such as your sample size and trial numbers

RESULTS (1-2 MIN)

- **Usually several slides due to graphs/charts**
- **Emphasize most important findings**
- **Include quantifiable and qualitative results (this is why keeping notes along the way is so important)**
- **Use mixture of text, tables, figures, photos as appropriate to your data (be sure to check this with your TA first)**

DISCUSSION (1-2 MIN)

- Interpretation of findings
  - Don't repeat results, this is where you talk about them
  - Prioritize findings from most to least important
  - Link findings to study objectives i.e. what was your answer to the initial question(s)
  - Put findings into context with other studies you have read abut (this is where your previous primary source literature search comes in handy)
- Limitations slide (only the important ones). What limited your ability to conduct the study exactly the way you wanted.
- Conclusions slide(s) based on your findings
- Recommendations slide(s)
  - What would you recommend the NFCCFR do to help mitigate the problem

ACKNOWLEDGMENTS (10-15 SEC)

- **Recognize individuals involved in the project outside of your partner(s)**
- **Your last words = “Thank You”**

CREATING EFFECTIVE SLIDES

EFFECTIVE SLIDES…

- **Are uncluttered, clear, visible**
- **Use informative titles (the title should tell the audience exactly what they are looking at)**
- **Use bolded, sans serif font (Arial, Tahoma)**
- **Have simple, high-contrast, consistent color schemes**

COLOR-BLIND "FRIENDLY" PRESENTATIONS

- **Avoid red-green color combinations**
- **If must use red, use yellowish red (R=255 / G=82 / B=0) instead of pure red**
- **Avoid red characters / lines on dark background**
- **Make text and lines as big or thick as practical**
- **Use high-contrast color scheme**

RECOMMENDED FONTS AND SIZES

- **Sans serif font, all titles and text bolded**
- **For Arial (bolded):**
  - **Titles 36 pt**
  - **Main bullets 28 pt**
  - **Sub-bullets 28 pt if room, otherwise 24 pt**
  - **Avoid sub-sub bullets (re-format)**
- **Keep text / title size consistent across slides**

EFFECTIVE TEXT SLIDES

- Order of slide text matches order of script
- Key words only, not complete sentences
- 4-5 lines maximum
- Bulleted text better than numbered items in most cases
- Parallel structure (all verbs, all nouns, etc)

THINGS TO AVOID

- **Visual clutter from too many colors**
- Unbolded, serif font like Times New Roman
- **ALL CAPS (HARD ON THE EYES)**
- **Pseudo-3D charts and graphs**
- **Animation (no flying objects; slide builds=OK)**
- **Clip art that serves no purpose**
- **Unnecessary grid lines in figures**
- **Necessary lines that are too thin**
- **All PowerPoint design templates**

PHOTOS AND CLIP ART — TIPS

- Should serve a purpose
- No copyrighted materials without permission
- No photos of identifiable people unless release
- Clip art cautions
  - Simplest is most effective
  - Check in Slide Show to make sure it is not animated

TIPS ON DELIVERING ORAL PRESENTATIONS

PREPARATION TIPS

- Use script, flesh out bullet pts into sentences
- Practice is the key to making sure it doesn't sound scripted
- Print your script in large enough type (14-16 pt)
  - Check script size in Notes Master or Notes view
  - Print one slide and accompanying script per page
- Time your presentation
- If you used "Rehearse slide timings" feature, go to Slide Show, Set Up Show, and uncheck "Advance slides using timings if present"

DELIVERY TIPS

- Get there early
- Don’t start speaking until ready
- Speak slowly and with sufficient volume
- Don’t turn your back on your audience
- Check that the correct slide is projecting
- Speak clearly and loud enough that everyone can hear
- Explain charts / graphs before giving point. Do not put up graphs/charts without explaining
- Explain associations clearly
- Pause before advancing to next slide

QUESTION & ANSWER PERIOD: DON'TS

- **Don't fumble for extra slides**
- **Don't be defensive even if question hostile**
- **Don't ask "Did that answer your question?"**
- **Don't thank the questioner for the question**
- **Don't rate the question**
- **Don't back away from the podium as if poison**
- **Don't hang on to podium as if life-preserver**

TAKE-HOME MESSAGES

- **Decide type of data and the point you want to convey, then choose the visual accordingly (text, table, graph, chart, etc.)**
- **Well organized, practiced presentation with clear, effective slides (when used) reinforces your message and helps you communicate effectively**
- **Good science is more important than glitz**

THANK YOU!