Remote Students
Video Presentation Guidelines

These guidelines are based on converting a standard, research poster presentation to an oral format. For many liberal arts disciplines, these guidelines might not suit your presentation. In these cases, please contact your faculty and research@msubillings.edu to make other arrangements.

Your presentation should be an overview of your research that can fit into a 5-to-7-minute presentation (see below for more details). Given the nature of research, many of you may only have preliminary results, which is common and completely acceptable.

Asynchronous Presentations: It is understandable that some students might not be able to make the live event. In which case, we also provide asynchronous participation. These asynchronous presentations require:

- Video Link: Students should upload a video (no more than 5 minutes) describing their project. Please provide the video (YouTube link preferred) to research@msubillings.edu.

All students are encouraged to submit their projects to ScholarWorks, an online repository that provides a permanent record of your project that you can share with future employers, graduate schools, family members, etc. More information can be found here.

Consider Your Audience

Not all of your audience will have technical knowledge of your field. Define any technical terms, and as much as possible use language that is understandable to a general audience.

Ask yourself:

- Does my audience have any technical knowledge of my field?
- Are they familiar with recent research?
- Are there any technical terms that I need to define for my audience? You need to be able to present your research in a way that will engage and inform all of your audience, not just your supervisor.

Consider the Structure

Structure your talk so you do not exceed your time limit. Be selective about what you say.

Introduce:

- yourself, your topic, and the broader context of your research; and
- the main hypothesis or research question.

Methods:

- procedures used in testing the study hypothesis;
- materials, equipment, procedures should all be described and detailed.

Results:

- key findings, trends in your data, progress to date;
- tables and figures, statistical results and experimental error; and
- any difficulties with your method.

Conclusions:

- whether your results confirm your hypotheses;
- whether you may need to redesign any aspect of the research; and
- likely implications, possible applications, plans for future work.

Acknowledgements and References:

- Include full citation information for all sources, using the style appropriate to your field; and
- Acknowledge any contributors, advisors, or grant funding.

Using PowerPoint Slides

- Ensure PowerPoint slides are not too cluttered (max 10 lines of text) and use large font size (24 pt is recommended). Use bullet points when possible; full sentences are not always needed. Maximize the "info to ink ratio" – provide the most amount of info with the least amount of ink.
- **Do not simply read out your slides verbatim.** The slides should just list key points for you to expand on as you talk. Write notes for each slide to help you in organizing your thoughts.
- Your audience should know why each slide and graphic is being used, so they should be integrated into your presentation. If you are presenting pictures, diagrams, tables or graphs, you should point out their significant features.
- A good guideline is to spend about 2 minutes to talk through the points on a slide. With a 10-minute presentation where you need to allow a few minutes at the end for questions, you will likely only have time to present a title slide and three or four other slides.
- Practice your presentation with friends, faculty or peers to help time the length of your presentation. Be sure to practice your conclusion, which provides a summary for your audience and ends your presentation on a strong note.
- Do not allow slides to take over and detract from the whole presentation. Use a consistent design and format for all slides, with a sans serif font (e.g., Arial). Ensure that your slides are clear, easy to read, and relevant. **Avoid unnecessary "special effects."**

Presenting Data

- Visual presentations need to present information simply and clearly. If you overwhelm your audience with information, they will be tempted to read rather than listen. A graph that you've prepared for your thesis, or a screen snapshot copied from a website, may be too detailed for your audience to see clearly or understand.
- Graphs should have bold lines with simple, clearly numbered axes, and strong contrast. If you're presenting information in the form of a bar chart with more than five categories that need to be differentiated, the chart will be difficult to read. In this case, reduce the amount of information in your slide; perhaps you can make two or more slides to indicate different trends in the data.
- Animated effects in PowerPoint can be useful for presenting data (beware: use them sparingly and carefully!). For example, you can set up your slideshow so that each set of data appears with a mouse click, allowing you to speak about each data set before, or while, displaying it.