

## Oral Presentation Guidelines for Student Presenters

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**Please be sure to work closely with your faculty sponsor as you prepare for the conference.**

### Practice & Set Up Before the Conference

- Although oral presentations can be stressful, your confidence and level of comfort will be greatly improved by practicing your presentation. You should work closely with your faculty mentor as you prepare and practice your presentation.
- The conference committee anticipates that presenters will use a variety of technologies in their presentations. Please be sure to work closely with your faculty sponsor to be sure that we are aware of your technology needs well ahead of the meeting.
- Please test your presentation **on a PC** ahead of time. All presentation rooms are equipped only with PCs.
- If you are using PowerPoint please **bring a copy of your presentation on a thumb drive or CD to the lobby of the Science Building** on Friday, April 15<sup>th</sup> between 2 and 4 PM in the lobby of the Science Building. Please contact Dr. Drzewiecki (drzewiecki@easternct.edu) if you have any problems.
- On the day of the conference, please bring a back-up copy of your presentation on a thumb drive.

### On the day of the Conference

- Please arrive and register at 8:30 a.m. at the registration desk in the Science Building Lobby. A schedule of presentations and rooms will be available at registration.
- Room moderators will be present to assist you. You may want to visit the room after registering to get a sense of the presentation setting.
- Please plan to attend the poster session, art exhibit, and closing reception.

### During Your Session

- Please check in with the faculty moderator of your session a few minutes before the session begins (9:30 a.m.). The moderator will introduce presenters as well as assist students with staying inside time limits.
- It is considerate for presenters to stay for the entire conference if possible.
- Be aware that some people in the audience may move between sessions in order to see other presentations. Moderators will explain that moving between sessions should be done during the question period, so as not to disrupt the presenter.
- Oral presentations are allotted 15 minutes for presentation and 5 minutes for questions. If you go over your 15 minutes, then you will have less time to take questions. You will not be permitted to go beyond 20 minutes.
- Moderators are asked to keep to these time limits, and to have students start their presentations at the assigned times so that interested people can move between sessions and not disrupt speakers.