Guidelines for Oral Presentations

1. Arrive at the meeting room before the session begins and contact the session chair for last-minute instructions or changes in schedule.
2. Rehearse your talk before the meeting and be certain that you do not exceed the allotted time.
3. Speak slowly and audibly and adjust the microphone for your use.
4. Each talk should last no longer than 12 minutes. There should be at least three minutes for questions after each talk. Organize your talk as follows: Introduction, objectives, methods, results, conclusions/implications.
5. Objectives must be clearly stated. Conclusions should relate back to them.
6. Avoid unnecessary detail in the methods. Primarily discuss results and conclusions (unless methodology is the central topic of your study).
7. Telescoping and laser pointers will be provided. Use the pointers to refer to items on the screen. If you try to point with a finger, you will obstruct the view and get too far from the microphone to be heard.