

**Colorado State University-Pueblo  
2017 Student Symposium:**

**A Celebration of Research, Scholarship and Creative Activity**

**Tips for Oral Presenters**

**Designing a Power Point Presentation**

- Design your power point with a minimum number of background colors. Avoid grey shading and designs. Avoid colored fonts. They are difficult to see on a big screen *Too many colors and too many words (use bullet points)* in a power point presentation will distract your audience from your oral presentation. You want your power point to keep your audience's attention and interest. *Size*: make sure your font and margins on the slide are visible on a large screen.
- You want your audience listening and engaged with your presentation not reading your slides. Your power point can help you stay on time with your presentation. If you have complete sentences or lengthy paragraphs in your power point, you will have trouble finding the points you are trying to make during your presentation, and while answering questions.
- Pictures can be helpful, but don't use too many and make sure you use references, formatted by the requirements of your major. Don't sacrifice font size for pictures.
- Depending on the theme font most presentations will need a 24 or higher font size. *Preview* your power point on a big screen before your finalize colors and font sizes. Practice presenting using a projector screen.
- *Discuss* your power point slides and presentation with your mentor before you finalize and ask for suggestions.

**Reminder: Technology can fail**

1. Bring a USB flash-drive with your power point only. Do not save file as a pdf.
2. Email your power-point to yourself or save your power point into a cloud or other source that can be accessed through the Internet
4. Print off power point slides with notes for yourself, in case all technology fails. This will allow you to present without your power point.

**Presentation Day**

1. All presenters need to register outside the HSB (Hassan School of Business) Auditorium to receive your name tag. All presenters are expected to wear their name tags during the Symposium.

2. Arrive to the room you are scheduled to present 10-minutes before your scheduled session time. Most sessions have three oral presenters scheduled. All session presenters are expected to be in the room before the session begins and stay for the entire session. A moderator has been assigned to each room to introduce each speaker and keep time limits. (Note: You have 15 minutes to present and 5 minutes for audience questions.)
3. There may be a few minor last minute changes to the program until April 7, 2017, please check the schedule the day before you present online to make sure you know where you need to be and at what time (see the Symposium Program Schedule on the university website)
4. **Dress Professionally.** Hygiene and your appearance can attract the interest of your audience or deter it. You are representing CSU-Pueblo and your future profession. This is a professional presentation. Chewing gum during a presentation is considered unprofessional. Confidence is projected with a good posture and confident voice; remember you are the expert on your topic.
5. **Know your topic well.** Your audience is expecting what you present is based on what you learned from your project, evidence and/ or valid findings. Keep your professional presentation focused on the facts and not all of the details and process you had to go through to become the expert. You are the expert on the topic; your audience wants to know the most important facts and references. Use your power point to keep you on point but plan for questions. If you can present in fifteen minutes without your power point, you are ready. Ask your peers and someone who doesn't know your topic to listen to your presentation while they view your power point asking you questions to help you prepare.
6. **Speak Clearly.** Speak loud enough so the audience in the room can hear you. *Don't read* directly from your poster, *stand to the side* of your power point with your back or slightly turned toward the screen. This allows your audience to glance at your power point during your presentation. If you know you speak rapidly when you are nervous, be purposeful to slow down your presentation, *pace yourself*.
7. **Presentation Skills.** Use good *eye contact* while you present to engage your audience. Share eye contact between all audience members at some point during your presentation. Depending on cultural background for the presenter or the audience member, eye contact may be uncomfortable for one or the other. Practice will help you as a presenter and you will know right away if eye contact is uncomfortable for your audience member. Adjust as needed for each audience member. *Use professional language and behavior*. If you are presenting in a

group, practice together so your presentation flows and you don't compete against but complement each other in the presentation. Plan on how to quickly communicate who will answer a question presented by the audience.

8. **Be clear.** (Practice presenting and answering questions)
  - a. **Tell them what you are going to tell them** (a brief outline of the key points you will talk about)
  - b. **Tell them** (a few stand out facts about each area you outlined), and
  - c. **Tell them what you told them** (the most important points you want your audience to remember about your presentation and references where they can find more information using referenced handouts or brochures).
9. **Smile and Enjoy the Symposium!**