

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 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. 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, or while answering questions. Pictures are 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. Most presentations need to have a 24 or higher depending on your theme font. *Preview* your power point on a big screen before you finalize colors and font sizes. *Discuss* your power point slides and presentation with your mentor before you finalize and ask for suggestions.

Reminder

The CSU-Pueblo Bookstore needs 3 days' notice and Staples at least 24 hours to print. The CHASS Dean has graciously agreed to allow you to print posters for \$10. One member of your group can contact Trish Pocius at 719-549-2863 or email trisha.pocius@csupueblo.edu for an appointment to print.

Presentation Day

Push pins will be available at the registration desk outside the HSB Auditorium until 10 am. Easels and back boards, if needed are provided.

1. All morning poster presenters need to sign in at registration desk by 10:00 am and pick up name tags. Posters must remain available for viewing until the end of the symposium. Any posters left can be picked up in the graduate nursing department. You must have a student identification card to pick up posters after the symposium.
2. All morning poster presenters need to have their posters available for display by 8:00 am. You (at least one of your group members) are required to

be with your poster during your scheduled two hours (see Symposium program on the university website). 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.

3. **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; remember you are the expert on your topic.
4. **Know your topic well.** Your audience is expecting what you present is based on your learning you achieved, 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 poster to keep on point but plan for questions. If you can present in two minutes without your poster, you are ready. Ask your peers and someone who doesn't know your topic to listen to your presentation and view your poster asking questions to help you prepare.
5. **Speak Clearly.** Speak loud enough so the audience in front of you can hear you. *Don't read* directly from your poster, *stand to the side* of your poster with your back or slightly turned toward your poster. This allows your audience to glance at your poster during your presentation. If you know you speak rapidly when you are nervous, be purposeful to slow down your presentation, *pace yourself*. You will most likely only have a couple minutes to present your topic and answer questions for one audience member or a small group at one time. If additional audience members join, don't start over until you finish your presentation.
6. **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.
4. **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).
5. **Smile and Enjoy the Symposium!**