



**Lakehead**  
UNIVERSITY

**Undergraduate Student Research Conference  
Oral Presentations  
Senate Chambers**

**March 2<sup>nd</sup>, 2020 from 10 am – 1 pm**

**Oral Presentation Guidelines**

**Congratulations on having your paper or original composition accepted to the Sixth Annual Undergraduate Student Research Conference.**

**This set of instructions will help you prepare for your presentation.**

***The Basics***

You have been scheduled to appear on a panel with 4 or 5 other presenters with similarly themed papers or original compositions.

The time of your presentation in the Senate Chambers will be available soon.

A professor has been assigned chair duties to make sure presentations begin and end on time and to moderate the question period.

Your time to present, including questions and answers will be 15 minutes. The chair will indicate when you have five minutes left. You will not be allowed to go over time.

***Get Ready***

- **Prepare:** Make general notes that cover the main arguments and points of your paper.
- **Rehearse:** Do not read from the paper itself! Practice your presentation. See how long it takes.
- **Revise:** Rework the presentation so that it is clear and on time. Remember that 15 minutes goes by very fast.
- **Slides/Technology:** If you are using PowerPoint, be sure your slides are ready to go right away and are in the proper order and your content is legible. The general guideline is one minute per slide. Remember to bring any audio/visual components on a memory stick. There will be a projector and laptop available in the room.

***Delivery***

- **Pace:** Speak clearly and do not rush.
- **Mix things up:** Do not recite the paper or read directly from your notes. Speak with authority and emphasize the most important points. Remember you are trying to convince the audience and your fellow panelists of the importance of your argument. Avoid presenting long quotations.
- **Speak Clearly:** Make sure people can hear you. If you speak quietly or mumble, your presentation will have far less impact.
- **Watch your time:** Bring a watch and keep track of the time during your presentation.
- **Be Confident:** Do not say “um,” “stuff like that,” or “I don’t really know what I am talking about but…” Do not apologize for your paper. Remember that it was good enough to be accepted!
- **Slides:** If you are using PowerPoint slides, do not read from the slide but directly speak to your audience.

### **Questions**

- **Be confident:** You are the expert on your presentation. Take questions about your work as a compliment and an opportunity to address things not mentioned in the presentation.
- **Be polite:** Never take a question as an insult but as a genuine inquiry. Thank the questioner for their interest and insight.
- **Be calm:** Even if you feel a question is out of line or missing the point, do not let it get to you. Remember, many people in the audience may not be familiar with your area of research or innovation.

### **General Information**

- Presentations will be peer-judged at the end of each session.
- In case of a tie, the chair will determine the winner.
- All participants are expected to be present in the Senate Chambers for the duration of their session to encourage and support their peers as they give their Oral presentations.
- Participants are welcome to attend all, or as many sessions as they can.
- Participants must complete one voting ballot to be eligible to win the prize.
- Only registered oral participants are eligible to vote.
- Participants cannot vote for their own presentation.
- Every participant will receive a Certificate of Participation on March 2<sup>nd</sup>.
- Refreshments will be provided inside the Senate Chambers for participants and their audience.

**The winners from each Faculty will attend a special luncheon with Dr. Moira McPherson, President of Lakehead University, Dr. Andrew P. Dean, Vice-President, Research and Innovation, and members of the organizing committee on Friday, March 13<sup>th</sup> from noon – 1:30 pm in the Faculty Lounge.**