

GIS in Water Resources

Guidelines for Term Paper Oral Presentations

Presentation guidelines

- You must have your material presented using **Powerpoint** slides.
- If you have animations included in your Powerpoint, make sure that the **additional files** (e.g. .avi) are included with your Powerpoint slides or they won't be viewable in the classroom. *Trying to make fairly exotic connections to ArcGIS from Powerpoint is difficult in the classroom so it is best to avoid that.*
- Your powerpoint presentation should be in a file named **YourName.pptx**. I must have your file by **11AM** on the day of your presentation. Please upload the presentation to Canvas in the Assignment "Oral Term Project Presentation" or bring it to my office ECJ 8.610 on a thumb drive
- You will have **11 minutes** for your talk – 10 minutes for the presentation and 1 minute for getting started and answering questions.
- Don't spend too much time on the introduction, one or two slides is enough, and then get to the heart of what you want to say
- People are **visual communicators** – we see things through our eyes much faster than we hear things through our ears. A deaf person should understand your story just from looking at your slides.
- Construct a **story board** of your talk before you create any slides.
- Presentation style, like writing style, is **very personal**. This is your story and only you can tell it your way. This is your message alone.
- There is not time to say everything important, only what is **most important**
- A **simple slide** can be presented in 30 seconds; a **complex slide** will take at least 1 minute. Don't have too many slides!
- Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides
- For slides with just words on them
 - Have a maximum of **five** bulleted points, four is better than five.
 - For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
 - Highlight in **color** the one or two key words in each bulleted phrase
- Its ok to be nervous, it means you are focused!
- Its ok for your presentation to be a "progress report" of what you have done so far, and you can indicate what still remains to be done before your paper is completed.
- I will send you via Canvas an evaluation of your presentation and a grade out of 10 points.
- Good luck!! I'm sure your talk will be great!