



Ceiba Foundation for Tropical Conservation Educational Programs

Guidelines for Research Presentations Using PowerPoint

General Notes

Presentations are to be given as a group. Everyone must speak for approximately the same amount of time. Format should be a condensed version of your paper, organized in the same order: Introduction, Hypotheses, Methods, Results, Discussion. Stick to the time limits provided by conference organizers, who will indicate to you during the presentation (by a raised hand) when you have two minutes remaining.

Submission of Presentations

Email, or upload, your file at least one hour before the presentations. Flash drives will not be accepted as they are too virus prone. If you prefer to use your own computer, you are welcome to do so; if using a Mac, you must learn how to extend or mirror your screen to the projector (we will provide a cable adapter). Most professional conferences request you upload your file, and then *review it* before the talk to ensure all embedded images and videos appear and play correctly.

Guidelines for Clear and Compelling Presentations

Strive for visual clarity: Use bulleted phrases, not full sentences. Don't make your slides overly busy, or your audience will have to decipher the slide rather than listening to you: limit amount of text on a single slide, avoid distracting backgrounds, and use text colors that stand out and are easy to read.

Minimize file size! The best way to do this is to crop and downsample your images. PowerPoint includes a feature for compressing/cropping all pictures: select any image, then select Picture tab, and hit the Compress button (choose "delete cropped" and "all pictures," and 96 dpi, for best results).

Present your DATA: Amazingly, some people's presentations are devoid of numbers. When you present the results of your research, the most important part are the *actual numbers you obtained!* Don't present raw data, rather summary data: means or medians, standard deviations, etc. Be sure to pause on slides showing your main graphs long enough for the audience to understand them fully.

A picture is worth a thousand words: Where possible show an image, graphic or diagram to explain sampling methods and illustrate study subjects. You *must* include graphs to present your results; make sure to pause adequately on results slides, giving audience time to digest them.

Summarize your statistical results: Don't bore people with *calculations* of statistical tests! Assume a knowledgeable audience, and show the outcomes of the tests, including the *actual means or medians* of the treatments, the statistical test applied, the sample sizes, and p-values. Example: terra firme median = 2.4, n = 6; várzea median = 4.9, n = 7; Mann-Whitney U = 5.8; p < 0.01

Give credit where credit is due: If you make statements that stem from work by others you must cite them! The accepted format is: (Smith & Benson 1998). Include a References slide near the end.

Be professional: A little humor is okay, but avoid cutesy titles, colloquial language, and joking around. Avoid saying "um", "y'know", "like", etc. Maintain your professional language when answering questions.

Don't read slides: Use slides as a prompt, and describe the main points. Look at your audience, not your slides. In a short presentation, you should not use notes; if you must, don't *read* from them!

Enjoy yourself! Enthusiasm engages your audience. Make eye contact, be loud, and smile.

PRACTICE! PRACTICE! PRACTICE! Practice your presentation several times. If possible give your presentation in front of a friend and have them provide comments before you give it publicly. Having practiced is the best way to avoid nervousness, sound prepared, and stay within time limits.