

Artist's Talk Presentation Guide

General Guidelines for Online and/or In-Person Presentation

- You should create an oral presentation that takes you about 10 minutes to present if you were doing it in person. Usually, presentations would have 10 to 20 slides for a 10-minute talk, so your presentation should have no more than 20 slides.
- Your presentation should mostly be you explaining *about* the creative process (see sections below), with examples of your creative project used to introduce the overall project or to illustrate particular concepts or ideas.
- The short presentation time will not allow for full performances but showing examples of your work helps the audience understand what your project is about.
- PowerPoint is an easy way to create your presentation. As a student, you have access to this software for free; if you need help on how to get it, more information can be found here (<https://technology.drupal.ku.edu/office>).
- You will record a 10-minute long talk explaining your artistic work.
- Best Screen Recorders - no watermarks or time limits
 - <https://www.youtube.com/watch?v=nCNri04lHal>
- As you plan your presentation, review the rubrics available on our [website](#).

Your talk should include the following information:

You don't necessarily need to follow this order, but you should make sure that your talk includes all three of these elements. These guidelines (with modification) from the template for performance reflections in John Bean's *Engaging Ideas* (2011), pg. 261.

Creative Vision/Comparing with other artists

First, give the audience a big-picture explanation of what you were trying to accomplish with your creative project.

- Share with the audience the original themes, ideas, or inspiration for this project and how it relates to other works. Be sure to include:
- **Vision/Inspiration:** Explain your intentions and goals for your work or performance: What were you trying to accomplish? Was there something in particular that inspired this project?
- **Comparing to other artists:** Situate your work within a context of other works: Whom were you trying to emulate or resist? What other artists have done work with a similar medium, in a particular tradition, or explored similar themes? What influences were you trying to follow or shake off?

Process

Next, show the audience your creative process and the decisions you made along the way.

- Help your audience understand your creative process and behind-the-scenes decision making. Show them the work that goes into creating a poem [painting, dance, etc.].
- Explain some of the decisions you made during the project: why did you take one path rather than another?
- Share details about the final product or performance. Some short excerpts or examples may help illustrate your work. Make it easy for the audience to understand what your creative project looked like, and what principles or ideas guided your work.

Reflection

Finally, reflect on what you learned about yourself, your discipline, and/or your original inspiration for the project through working on this project.

- Evaluate your own work: what are the criteria you use to judge a performance/ work of art in your medium or craft? How well does your work stand up to these criteria?
- How did your vision for the project change over time? Did you stick to your original plans, or did the project evolve to explore different themes?
- Explain what you have learned about the demands of this craft and about the nature of the creative process through working on this project.

Giving Your Talk

Keep in mind that slides themselves often do not contain enough information for an audience. However, if your slides contain all of the extra information that is in the notes section, they would be very cluttered, and it would be hard to follow slides.

When you have completed your presentation slides and written your narration, practice giving it a few times by only reading the things you have written in the notes section. Does the talk make sense? Did you forget any information? This will prepare you for recording your presentation with narration.

ONLINE PREPARATION (if applicable)

Save Your Slides as a PDF before adding narration

Once you are satisfied with your final PowerPoint slide presentation, **save a copy of it as a PDF before you add narration**. You'll need to upload a PDF of your slides in addition to the version you create with narration that will be uploaded to make a YouTube video.

Naming your files

When you save the PDF of your talk, use this format:

Last name_First name_talk.pdf; for example: **Smith_Jane_talk.pdf**. If you are presenting as part of a group, you can just use one person's name in the filename – preferably the presenter who submitted the registration for the group.

You may want to send your talk presentation to a friend to see if they can understand it. Finally, it is recommended to ask your research mentor or instructor for feedback.

Record the narration of your presentation – YouTube link is required:

You will need to record your presentation narration. You can use the record feature in PowerPoint. Here are some instructional videos:

Kevin Stratvert, an ex-Microsoft Program Manager has a YouTube channel with a lot of instructional videos: https://www.youtube.com/channel/UCfJT_eYDTmDE-ovKaxVE1ig/videos).

Here is one: *How to Add Voice Over on PowerPoint Slides*: <https://www.youtube.com/watch?v=tzJ1dZBGpUg>

Other instructional videos on other YouTube channels:

⇒ *Upload PowerPoint to YouTube:*

- <https://www.youtube.com/watch?v=-BPrsu7hY0E> *A Simple Way to Automatically Transcribe Video/Audio to Text:*
- <https://www.youtube.com/watch?v=erx9czQsY2Q>

⇒ *How to Automatically Create Subtitles and Captions for YouTube Videos:*

<https://www.youtube.com/watch?v=LcHIZ9aI9TA>

⇒ *KU Technology - How To KU: PowerPoint (See Accessibility Section)*

- <https://howto.ku.edu/powerpoint#chapter-2963>

Once you have finished recording, you may want to send your presentation to a friend to see if they can understand it. Finally, it is recommended to ask your research mentor or instructor for feedback.

How to Upload a PowerPoint Presentation to YouTube

- In PowerPoint, go to File.
- Click Export.
- Click Create a Video.
- Go to Create Video on your YouTube account (upper right corner of screen) to upload your PowerPoint presentation.
- NOTE: Please be sure to save your video as **UNLISTED**.
- Once you've converted your YouTube presentation into a video, use the YouTube link to your video to paste it on the ForagerOne submission form.

Upload your presentation!

Upload your YouTube file using the event submission link that was automatically sent to each person who registered a presentation. Please refer to the [Undergraduate Research Symposium website](#) for additional information.