

Oral Presentation Guide

General Guidelines for Online 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. A link to the KU presentation templates is here:
<https://brand.ku.edu/toolkit/downloads/research-poster-templates>.

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 work.

- a. Best Screen Recorders - no watermarks or time limits:
<https://www.youtube.com/watch?v=nCNri04lHal>
- b. As you plan your poster, review the rubrics that can be found on the event page in the “Types of Presentations” section. The event page links are provided at the end of this guide.
- c. Download free KU research poster templates here:
<https://brand.ku.edu/toolkit/downloads/research-poster-templates>

Your presentation will include the following information:

Information about your project

Keep your message simple and appropriate for a general audience. Make sure that the title of your presentation is on the poster, as well as your name, your mentor, and your affiliation.

Broad Introduction

This section explains the broader significance and rationale for your project. Think of a good “hook” to get the listener’s attention. You might address these questions:

- Why did you do this project?
- Talk about the big picture—what is the issue, disease, interest, or need for this work?
- Why does this work matter to the field?

Background & Context

Your next few slides should provide the context and niche for your project by synthesizing prior academic work. You might answer these questions:

- What research has been done related to this topic?
- What prior research or experiments led to this project?
- What makes your project the logical or necessary next step?

Methods or Approach

Your next few slides should explain what you did to address the topic, hypothesis, or question that you described earlier in the talk. You might answer these questions and use these tips:

- What methods, approach, or theory have you used to learn about this topic?
- Rather than giving the nitty gritty technical details of your method, focus on why this method was chosen over others and the basics of how it works.
- You might also give an example of the types of results your chosen method yields.

Results & Analysis

Show us the key data from your experiments. Or explain how your theory has given new insights into an idea or text. Since your space is limited, you do not need to show us every piece of information you collected. Focus on the key takeaways. This is another place where figures (pictures, tables, graphs, machine output, photographs, etc.,) should be used.

Conclusions

What broad conclusions can you draw from your work? What are the larger scale implications? What are the future directions for your work (note: sometimes *Future Directions* can be its own section on the poster if you have a lot of thoughts about what comes next).

Acknowledgements

Do not forget to thank the people and organizations that helped make this research possible.

You should ask your research mentor or instructor for feedback. You may also want to send your presentation to a friend to see if they can understand it.

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 the voiceover/narration**. You will 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.

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=-BPrsu7hYOE> *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>

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 have 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 automatically sent to each person who registered a presentation.

For more information, visit the applicable presentation event page:

- d. [Kansas Undergraduate Research Day at the Capitol](#) (March)
- [Spring Undergraduate Research Symposium](#) (April)
- [Summer Undergraduate Poster Session](#) (July)
- [Fall Undergraduate Research Showcase](#) (December)