

TIPS FOR PRESENTERS: SSRIC Social Science Student Symposium (S⁴)

TIME

1. Sessions are 75 minutes in length. The amount of time each presenter will have depends on the number of papers per session.

2. The moderator will be there to introduce each paper and keep you on track for time. They will hold up a card to let you know when you have 2 minutes remaining and then let you know when you are out of time. To help this go smoothly, please **PRACTICE** your presentation several times to make sure that the time is appropriate

EQUIPMENT

Projection units will be available in the presentation rooms. We're not able to provide computers so presenters will need to either bring their own laptops or share with other presenters. To avoid problems in loading presentations, bring your PowerPoint file on a CD or flash drive. Be sure to let Dr Kubal know if you have any additional needs.

GENERAL TIPS FOR POWERPOINT PRESENTATIONS

- Try not to look at the screen. It is hard to hear when the audience is looking at the back of the presenter's head. Make eye contact with your audience when possible and glance at your notes only when necessary (this will be easier after you have practiced).
- Do NOT put too much information on each slide. Your audience will have a hard time reading a full screen AND listening to you. Just limit your bullet points to key phrases and share the majority of your information orally.
- RELAX. This is a friendly conference, and while we encourage you to ask questions of presenters, this is a learning experience for all of us!