



Presentation Standards

Slide Number	Indicators	Description
1	Title Contact Info	Name of author/co –authors, Affiliation (include the course/program), Email Address Close-up, colored with good light Subject in recognizable formal attire
2	Background/Introduction	Compelling reasons for conducting the study
3	Objectives	State the Objectives SMART- Specific Measurable Attainable Reliable Timely
4	Framework	Framework/Theoretical underpinnings (if any)
5 - 6	Methods	Describe the research design, sampling techniques and samples, data collection techniques (includes instruments), and data analysis techniques and other important section on Chapter 3.
7 - 10	System Presentation	Discuss all the System Output. Also include video clip of your prototype/device.
11	Bibliographic Entries	Do not READ: Just Flash for 20 seconds. DO NOT include unpublished sources like theses or dissertations. (APA Format)

Presentation Standards

Visuals

Appropriateness of Font Size and Type

- Size: 20 point (minimum) for texts and 32 point (minimum) for titles
- Type: San serif like Arial because in the projection process, letters lose some of their sharpness.
- Avoid ALL CAPS; these give the audience a message that you are shouting
- Bullet form/outline format (Elaborate in your presentation)
- Observe “7-7 Rule: 7 lines per slide, 7 words per line

Use of Contrasting Colors for Background and Texts

- Background – light; Texts – dark
- Background – dark; Texts – light (Background must be simple; not busy)

Appropriate Use of Animation

- Animation enhances the presentation (not a distraction)
- Good combination of words, graphics and picture



Oral Research Presentation Standards

1. Write everything you want to say and limit your time to 10 minutes only. Additional 15-30 minutes will be allotted for comments and suggestions from the session chair and panel members.
2. Utilize the suggested number of slides (11) and content in the Presentation Standards. Approach your speech by section. Your slides can be more or less depending on your decision as long as you do not exceed the time limitation.
3. Perfectly synchronize your slides with your written speech. Number your slides. Indicate in what word you will show the slide so that you can have perfect timing. Make notes in what word or phrase you will need to emphasize, be aware of the audience and make everyone feel you have connected personally. Within your allotted presentation time, you should be able to connect to each section of your audience.
4. Study the sections of your audience:

Back :	Left	Center	Right
Middle:	Left	Center	Right
Front:	Left	Center	Right

YOU

5. Rehearse each section of your speech to hit precisely your time allocation and slide synchronization. Use your own laser pointer. Study your phrasing, pace and tempo.
6. When you are ready, get a microphone, use the LCD, rehearse and check your time.
7. Prepare your total package and dress appropriately (wear an outfit that suits the place).
8. Test your speech with a live audience. Ask them to give you feedback and suggestions.
9. Redesign your presentation based on the inputs.
10. Use standard English as the medium of oral presentation.



FRAMEWORK FOR SUCCESSFUL ORAL RESEARCH PRESENTATION

Mastery - The moment the researcher speaks to the audience, he/she has become an ambassador of the university/agency of affiliation. The scientific civilization of the institution may be judged by the 10 minute performance of the presenter. A good amount of money, travel time, effort and risk, go into the presentation. Therefore, this 10-minute performance must be memorized to the point of mastery, precise, information intensive, and high impact. Extemporaneous or on the spot explanation of data is not recommended since this is tragically a waste of time and dependent on the confluence of factors at the moment of speaking. Ambassadors prepare everything they say without leaving a chance for error.

Speech Organization - A scientific paper cannot be delivered as a “copy paste” of a journal article. That is the surest way to kill an audience. A scientific article is meant to be read; not spoken. Therefore, a scientific paper has to be translated in style from print to oral communication. We have prescribed your speech organization in the Research Presentation Standards. Your speech has the following sections:

1. Self introduction. Your name, position, university. Show your location and its important features (iconic images); your university (iconic images); your nature of work related to research.
2. Introduction of your lecture. Title, co-authors, agencies, compelling reasons why you conducted the study, objectives, framework, theoretical underpinnings.
3. Your methods. Describe your methods.
4. Presentation of System Output. Briefly answer each study objective supported by data/evidence, author citation to show similarities or differences, meaning and implication.
5. References. Include a list of references.
6. Your closing statement to end your talk. Appreciate the audience.

Audience Intimacy - Scientists inspire people by their revelations of truths recently observed. How a presenter connects to the audience and positively affects them is the hallmark of audience intimacy.

DRESS CODE – Corporate Uniform

During the Research Presentation presenters are highly encouraged to come in corporate uniform.