

GIS in Water Resources Guidelines for Term Paper Oral Presentations

Presentation guidelines

- You must have your material presented using **Powerpoint** slides.
- If you have animations included in your Powerpoint, make sure that the **additional files** (e.g. .avi) are included with your Powerpoint slides or they won't be viewable in the classroom. *Trying to make fairly exotic connections to ArcGIS from Powerpoint is difficult in the classroom so it is best to avoid that.*
- Your powerpoint presentation should be in a file named **presentation.pptx** (please use the newer powerpoint 2007 format). This should be posted in your web folder \\ceefsl.engr.usu.edu\giswr\http://www.neng.usu.edu/cee/faculty/dtarb/giswr/2012/students.html. You should ask somebody else to check the link and from an independent computer to make sure that there are not any permission issues or links or dependencies on files on your computer that may cause the presentation not to work on another computer.
- You will have 15 minutes for your talk – **10 minutes** for the presentation and 5 minute for getting started, change over and answering questions.
- Don't spend too much time on the introduction, one or two slides is enough, and then get to the heart of what you want to say
- People are **visual communicators** – we see things through our eyes much faster than we hear things through our ears. A deaf person should understand your story just from looking at your slides.
- Construct a **story board** of your talk before you create any slides.
- Presentation style, like writing style, is **very personal**. This is your story and only you can tell it your way. This is your message alone.
- There is not time to say everything important, only what is **most important**
- A **simple slide** can be presented in 30 seconds; a **complex slide** will take at least 1 minute. Don't have too many slides!
- Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides
- For slides with just words on them
 - Have a maximum of **five** bulleted points, four is better than five.
 - For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
 - Highlight in **color** the one or two key words in each bulleted phrase
- Its ok to be nervous, it means you are focused!
- Its ok for your presentation to be a “progress report” of what you have done so far, and you can indicate what still remains to be done before your paper is completed.
- I will send you by email an evaluation of your presentation and a grade out of 10 points.
- Good luck!! I'm sure your talk will be great!