

# Lightning Talk Guide

## General Guidelines

- Lightning Talks are **concise 3-5-minute oral presentations** that tell the big picture story of your research. A good rule of thumb for an oral presentation is that it takes about a minute to discuss a slide, so **your talk should have no more than ~5 slides**.
- This is very short time, so focus on the big questions that guided your research, rather than details of what you did. Think about addressing things like what motivated your project, what did you do to answer your research question, what answers did you find and why it all matters.
- As you plan your presentation, it is a good idea to use a rubric as a guide. Please see the oral presentation rubric available on our [website](#).
- Here are two more places to look for information:
  - [Lightning talks: science in 5 minutes or less \(nature.com\)](#)
  - [Lightning Talk | Office of Academic Affairs | Oregon State University](#)
- You will record a narration of your presentation – a YouTube link is required. Instructions are provided on page 4 of this guide.

## Your Presentation Should Include the Following Information

### Title of Presentation

Make sure that the title of your presentation is on your slides or poster, as well as your name, the name of your mentor(s) and research partner(s), and your affiliation.

### Background

Keep your message simple and appropriate for a general audience. Use this slide to explain 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?
- What was the motivation for this study?

## Methods or Approach

This slide 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.
- Just include the information that is necessary for the audience to understand your work.

## Results & Analysis

This slide will 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

On this last slide, explain what broad conclusions you drew from your work. What are the larger scale implications? What are the future directions for your work?

## Acknowledgements

Don't forget to thank the people and organizations that helped make this research possible.

## Remember to be concise

Slides themselves do not have enough information for an audience. In the example below, if you only saw the slide (the part with the white background) you would not know that the goal of the bow-tie selection was to match the eyeglasses. On the other hand, if the slides had all the extra information that is in the notes section, they would be very cluttered and hard to follow.

## The excellent research I did



- Blue chemicals
- Red chemicals
- Bow-tie selection

I want to tell you about the three different types of experiments I did. I will explain these more on the next slide, but briefly, I had three different treatments:

- First, I put blue chemicals in the flask to test the type of fish I had caught.
- Next, I put red chemicals in the beaker so I could measure the resistance of mice.
- Finally, I spent a lot of time experimenting with bow ties to find the one that best matched my eyeglasses.

## Technology Guidelines

### Creating Your Presentation

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 ([Microsoft Office/Office 365 | Information Technology \(ku.edu\)](#)). If your discipline uses other presentation software, you may use that instead.

**NOTE: You should send your presentation to your research mentor or instructor for feedback.**

### Save Your Slides as a PDF before adding narration

Once you are satisfied with your final presentation, **save a copy of it as a PDF before you add narration**. When you submit your presentation, 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 File

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

**Last name\_First name\_lightningtalk.pdf**; for example: **Smith\_Jane\_lightningtalk.pdf**. If you are co-presenting, please use the name of the presenter who submitted registration for the group.

## Practice your narration

When you have completed your presentation 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.

## 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: [Kevin Stratvert - YouTube](#).

- **How to Add Voice Over on PowerPoint Slides:**  
[How to Add Voice in PowerPoint Presentation - YouTube](#)

Other instructional videos on other YouTube channels:

- **Here is a video providing Top 5 Best Screen Recorders:**  
[5 Best FREE Screen Recorders - no watermarks or time limits - YouTube](#)
- **Upload PowerPoint to YouTube:**  
[Upload PowerPoint to YouTube - YouTube](#)
- **A Simple Way to Automatically Transcribe Video/Audio to Text:**  
[A Simple Way to Automatically Transcribe Video/Audio to Text - YouTube](#)
- **How to Automatically Create Subtitles and Captions for YouTube Videos:**  
[How to Automatically Create Subtitles and Captions for YouTube Videos - YouTube](#)

## 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 and the PDF of your slide presentation using the event submission link that was automatically sent to each person who registered a presentation.

**Presentation submissions are due by 11:59 PM, Sunday, December 4, 2022.**