

# Online Oral Presentation Guide

## General Guidelines

- 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.
- 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 the “*Prepare to Present*” tab our [website](#). The Fall Showcase does not have a judging component.
- Upload the PDF of your presentation slides to YouTube and record your voiceover. Then paste the YouTube link in the appropriate submission form field.

## Your talk should include the following information:

### Broad Introduction

Use a few slides 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?

### 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 other 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 time is limited, you do not need to show us every piece of information you collected. Focus on the key takeaways.

## Conclusions

What broad conclusions can you draw from your work? What are the larger scale implications?

## Acknowledgements

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

When you have finished your talk, practice giving it a few times. Does the talk make sense? Did you forget any information? Next, it might be a good idea to send your presentation to a friend to see if they can understand it. Finally, if you have been working with a research mentor, you should send it to them for their feedback.

# Technology Guidelines

## Creating Your Talk

Your talk should be done in PowerPoint. As a student, you have access to this software; if you need help with how to get it, more information can be found here ([Microsoft Office/Office 365 | Information Technology \(ku.edu\)](https://www.ku.edu/office365)). 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 your video, please use this format:

**Last name\_First name\_poster.pdf**; for example: **Smith\_Jane\_poster.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.**