

# How to give a 10-minute oral presentation

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# Disclosures

- No conflicts of interest

# Outline

- Session format
- Your presentation
  - Outline
  - Your PowerPoint slides
  - Your speech
- Dos and don'ts
- Questions from the audience



# Session format

- Up to five presenters per session
- 10-minute speech followed by five minutes of questions
- Audience: judges, moderators, general audience

# Your presentation—outline

- Present your project, yourself, your supervisor and your department/affiliation(s)
- Introduction/background—why do we care?
- Research question/aims/hypothesis—what did you do/try to do?
- Methods—don't overcomplicate!

# Your presentation—outline

- Results
- Summary and conclusion
- Don't forget to acknowledge collaborators, participants, and funding sources

**It's all in your abstract!**

# Your presentation—slides

- Be mindful of the amount of text per slide, less is more!
- Use animations and **boxes**



# Animations

- I want to animate

women & children's health research institute

Click to add notes

**Animation Pane**

Start: [ ] Duration: [ ] Delay: [ ]

Reorder Animation: Move Earlier, Move Later

**Entrance**

- Appear (Text or object appears.)
- Fade
- Fly In
- Float In
- Split
- Wipe
- Shape
- Wheel
- Random Bars
- Grow & Turn
- Zoom
- Swivel
- Bounce

**Emphasis**

- Pulse
- Color Pulse
- Teeter
- Spin
- Grow/Shrink
- Desaturate
- Darken
- Lighten
- Transparency
- Object Color
- Complement
- Line Color
- Fill Color
- Brush Color
- Font Color
- Underline
- Bold Flash
- Bold Reveal
- Wave

**Exit**

- Disappear
- Fade
- Fly Out
- Float Out
- Split
- Wipe
- Shape
- Wheel
- Random Bars
- Shrink & Tu...
- Zoom
- Swivel
- Bounce

**Motion Paths**

- Line
- Arc
- Curve
- Shape
- Loop

More Entrance Effects...  
More Emphasis Effects...  
More Exit Effects...  
More Motion Paths...  
OLE Action Verbs...



# Your presentation—slides

- Be mindful of the amount of text per slide, less is more!
- Use animations and **boxes**
- Font size



This is size 10, **this is size 20, this is size 30**

General rule: no less than 20

# Your presentation—the speech

- One minute per slide/two-ish minutes per section
- Lay language
- Don't “just” read the slides, tell a story
- Practice!

# Dos and don'ts



- Prepare your presentation well in advance
- Practice/get feedback
- Be professional
- Respect the time-limit
- Test your audio
- Enjoy it—people are interested in your work!



- Don't be late
- Don't speak too fast
- Don't crowd your slides
- Don't make it too complicated



# Questions from the audience

- General audience, be prepared!
- No one can know everything
- If you speculate, let the audience know

# Thank you for your attention!

