Guidelines for Poster, Performance, and Oral Presentations at the Schreiner University Student Achievement Showcase

Oral Presentations

Generally speaking, oral presentations will be grouped together into panels. In most cases, three (3) presentations will be grouped into a single 45 minute panel.

1. You should plan to make your presentation no more than 15 minutes long. Since three oral presentations will be scheduled each session, it's important to practice and edit your talk so that you convey the necessary information within the time limit. Faculty moderators will conclude your talk if you go over 15 minutes to respect the other presenters. A good guideline is to make your talk 12-13 minutes long. Assuming all presentations observe this time limit, there will be an opportunity at the end of all presentations for brief questions from the audience.

2. Typically oral presentations use a series of visuals to help viewers understand your work. Since these visuals have to be seen in the back of a large room by the most distant viewers, most oral presentations use projected slides (either photographic or Microsoft PowerPoint).

3. Accurately estimating the length of your finished talk, editing your talk, and practicing your talk are all critical to a successful oral presentation. Many experienced presenters estimate that they will allot an average of one minute to cover each slide in a presentation. This means you should develop roughly 8-10 slides. Naturally, you may need to dwell on one slide for a longer time and another for less time. Practice the talk several times to determine if your oral presentation will fit the allotted 15 minutes.

4. Since you typically need about 1 minute for viewers to absorb information on each slide, make the text simple and bulleted. Font size must be large enough to read easily from the back of the room. If you use graphics (photo images, maps, graphs, tables, etc.), make sure they are clear when projected and can be easily understood from the back of the lecture room. Do not simply read off of the slides you project.

Performance Guidelines

Generally speaking, performances must be delivered in a single 45 minute session. As appropriate, multiple performances may be grouped together into a 45 minute panel.

1. Factor in a small amount of time to introduce or “set the stage” or provide context for the excerpt of an edited performance or reading. Remember that you may know the relevance of your performance, but many in the audience may not.

2. Although not entirely necessary, you may want to leave some time to answer questions, provide reflections on the experience, or present a post-log for the piece.

Artwork Guidelines

Generally speaking, artwork will be displayed throughout the day. During one presentation session, artists will be asked to stand by their work(s) so that viewers can ask the artists questions about their works.
Poster Presentation Guidelines

A poster presentation is basically a 2-dimensional presentation that is displayed on a wall. Posters may, in fact, be several small mounted panels of text and images or one large computer-printed sheet of paper. This may include some 2-dimensional graphic arts projects. Posters will be hung on walls.

1. Presenters should arrive to the CCAC ballrooms between 9:00 and 9:30 to set up their posters. Locations for each poster will be specified.
2. Although posters can be any size, they should be no larger than 40 x 60.
3. SIMPLICITY IS THE KEY. Keep to the point, and don't try to cover too many things. Present only enough data to support your conclusions but make sure that you present sufficient data to support your conclusions.
4. Before the poster session, rehearse a brief summary of your project. Many viewers will want a quick "guided tour" of your poster. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.
5. From 9:30-10:30, you are expected to stand by your poster and engage any viewers who come by to see the poster.