

LEND Leadership Project Slide Presentation Guidelines for UW LEND Leadership and Research Symposium

ORAL PRESENTATION GUIDELINES

You will be orally presenting your LEND leadership project. The goals for your presentation are to:

- share your project and findings with the UW LEND community
- develop professional presentation skills and confidence

Length: You will have 10-12 minutes for your presentation. It is recommended to prepare 10 slides and no more than 15 slides. When it is your turn to present: you will be introduced by your mentor, you will present your material, you will have 2 minutes for Q & A.

Presentation Sections

- Title: Include the title of project, your name, your LEND discipline, and your LEND faculty mentor's name
- Background: Give the audience some background on the broader context of your project.
- Objectives: Explain the main goals/research questions of your project.
- Project: Describe the methodology of the project and the results. Consider using graphs & images.
- Conclusion: End your presentation with the "take-home message".
- References: List cited resources, if applicable.
- Acknowledgements: Acknowledge other individuals that were involved in your project.

Slide Content

- Limit the amount of words on a slide. Maximum of five lines on a slide.
 - Use key words and phrases instead of complete sentences or paragraphs
 - Use bullets
- Use visuals to convey information instead of text. Visuals communicate complex ideas and information. This allows you to 'show' rather than 'tell'. Your audience can make connections for themselves. Powerpoint Smartart may be helpful for your visuals.
- Use the notes section at the bottom of the slide in Powerpoint (PP) for your script. You may use these notes to support your oral presentation.
- *Resource:* [AUCD tips for preparing an accessible PP presentation](#)

Slide Format

- Use a consistent, clear slide format and avoid busy formats that distract from your presentation
- Use light background and dark print
- Use Calibri or Arial fonts, minimum font size of 24pt

Finalize your presentation

- Share slides with your mentor and allow time to make revisions based on feedback
- Practice your presentation with your mentor and fellow trainees. Time the presentation to 10 minutes
- Email the final Powerpoint to nan Ringera at charbert@uw.edu by the deadline.

Present your project

- As you talk about the slide, make comments in your own words and minimize reading the slide
- When talking about data illustrated in a graph, first orient the audience to the graph by explaining the Y axis and X axis, then describe your data outcomes
- When receiving a question from the audience, you may wish to repeat the question and then offer your response.