

2023 UCI UNDERGRADUATE RESEARCH SYMPOSIUM

CELEBRATING 30 YEARS: TRADITION AND VISION

ORAL PRESENTATION GUIDELINES

What is an Oral Presentation?

An oral presentation is a way to communicate your research project in a concise and visually engaging format.

- If you wish to be considered for an in-person Oral Presentation, you must upload a 3-Minute video by Monday, April 17. It is OK if you do not have the results of your research at this time.
- All students may submit an Oral Presentation video of up to 7 minutes for the [UROP Engagement Hub Website](#).
- If selected as a finalist, you will need to prepare an in-person Oral Presentation of up to 7 minutes to present on May 16, 17 or 18. The top in-person Oral Presentations will win an Amazon gift card!
 - You must be present at the Awards Ceremony at the the Symposium on May 19 to win.

Preparing your Presentation

Your presentation should clearly communicate your project's goals, results, conclusions, and implications. They typically include some type of visual aid.

- Watch the [UROP Symposium Presentation Pitch Training](#) for guidance on how to prepare your presentation.
- Review the [Oral Presentation Rubric/Scorecard](#) for details on how Oral Presentations will be judged.
- Review [Presenting Effectively](#)
- Mark your calendar with important [dates, deadlines, and instructions](#) for student presenters.

PowerPoint Tips

Design slides to introduce important information. Consider doing a presentation without slides. Then consider which points you cannot make without them. Create only those that are necessary to improve your communication with the audience.

Use minimal text. Use bullet points, not complete sentences. The text on your slide provides an outline of what you are saying. A common standard is the 6/7 rule: no more than six bulleted items per slide and no more than seven words per item.

Use a large font. As a general rule, avoid text smaller than 24 point.

Use a clean typeface. Sans serif typefaces, such as Arial or Calibri, are generally easier to read on a screen than serifed typefaces, such as Times New Roman.

Use contrasting colors. Use dark text on a light background or light text on a dark background. Avoid red/green combinations, as this is the most common form of color blindness.

Use special effects sparingly. Using animations, cool transition effects, sounds and other special effects is an effective way to make sure the audience notices your slides, but use them only when necessary to make a point.

Creating and Uploading your Presentation Video

You will need to create your video and upload it to your personal YouTube Channel.

- You may create your video in any format you choose (e.g., Zoom recording, Video recording, etc.)
- You must ensure that your video settings are “Public” and not limited to UCI audiences.
 - If you need help uploading a video to YouTube, review the [Video Upload Instructions](#).
- After uploading your video to YouTube, copy the URL and paste it into the appropriate field in the UROP InfoReady Application system when registering. This video will be reviewed by our judges to select finalists for the in-person presentations.
 - When adding your URL to the registration system, please indicate your preferred theme(s) based on your project and availability. Presentations will be held between 5:30-7:30 pm:
 - Tuesday, May 16 - Insights: A deep understanding or new way to think about or interact with a person, place, or thing
 - Wednesday, May 17 - Innovations: A new idea, method, or product
 - Thursday, May 18 - Inspirations: An idea that causes people to want to take action
- Finalists will be notified the week of May 1.
- You will be emailed in late April with a second opportunity to upload a video by May 8 to be posted to the [UROP Engagement Hub Website](#).

Attend and participate in the Symposium

We strongly encourage you to attend the daylong activities of the Undergraduate Research Symposium on Friday, May 19 from 11 am – 5 pm. You may choose to also present a poster at a Poster Session or come to view the posters and network with faculty, graduate students, and your fellow students at the Symposium. Past presenters have said that they wished they had had this opportunity, so be sure to take advantage of it!

Other Presentation Resources

These UROP Guidelines offer an overview of how to create an excellent oral presentation and present it effectively to your audience. There are many resources with more detailed information. Here are several good ones you may wish to review.

<https://www.youtube.com/watch?v=MnIPpUiTcRc>

<https://www.youtube.com/watch?v=-w66TgIPRbc>

<https://homes.cs.washington.edu/~mernst/advice/giving-talk.html>