Sandia/California Oral Presentation Guidelines

ORAL PRESENTATION TIPS

⇒ Your mentor should review your presentation before you submit it for Review & Approval (R&A). Your Derivative Classifier (ask your mentor or OMA who that person is) will review your poster during the R&A process.

⇒ Be sure to include the following required statement in your PowerPoint presentation:

  o "Sandia is a multiprogram laboratory operated by Sandia Corporation, a Lockheed Martin Company, for the United States Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000."

⇒ Make sure your presentation is no longer than 15 minutes. A monitor will be present to help you stay on track. A five-minute Q&A period will follow the presentation.

⇒ Begin by introducing yourself, your mentor, organization where you work, and the title of your presentation. Then briefly describe what you will be presenting.

⇒ Pace yourself—one slide every two minutes. Learn to readjust the pace as necessary.

⇒ Use simple slides. Each slide should have a maximum of seven bullets, but preferably five.

⇒ Try to convey one primary concept, and only a couple secondary ones.

⇒ Say it simply. Excessive use of technical jargon can kill a clear message.

⇒ Make assertions and defend them—don't derive answers.

⇒ Explicitly state your main points and conclusions—don't assume that they will be self-evident.

⇒ Use key data and graphics to illustrate points—don't perform a data dump.

⇒ Repeat key points.

⇒ If you're presenting in a sequence of talks, connect your talk to that of others—everyone wins.

⇒ Always orient the audience to the area on the graphs or tables to which you are referring.

⇒ DO NOT read your slides verbatim. The audience can read about three times faster than you can talk.

⇒ DO NOT apologize for poor visuals.

⇒ DO NOT do a data dump.

⇒ DO NOT run over allotted time.

⇒ End the presentation with a strong positive finish to ensure that your main message gets across. Create a simple slide that says:

  o Results achieved to date

  o Next steps (if appropriate)

  o Resources you will need

⇒ Thank the people in your department who have helped you with your research project.