SURF 2024 Oral Presentations Guidelines

Goals of Presentation

On SURF Day, you will formally present your research or creative endeavors. The primary goals are:

- To provide you an opportunity to discuss your work in front of an audience of professionals and peers
- To seek and receive feedback to strengthen your work (e.g., if you will present again or publish)

Length of Presentation

Oral presentations are 12 minutes in length with 3-5 additional minutes allotted to each presenter for questions. This schedule is strictly enforced.

Presentation Guidelines

1. Oral presentations should be constructed using PowerPoint or a similar presentation application that is appropriate for your discipline. If the presentation is a creative endeavor, please modify as necessary.

2. Please use a font size and color scheme that is easy to read.

3. You should avoid unnecessary sounds and animations in your presentation.

4. Please bring your presentation to your assigned room on a USB flash drive and email it to yourself.

5. Make sure that you arrive at your presentation room early so that your presentation can be loaded onto the computer prior to the start of your session.

6. Specific recommendations on the content of your presentation:

   - Include the following information on your title slide

     Title
     Author(s), (Faculty Mentor: Dr. John Doe), Department of XXX
     (Please use Dr. for faculty with a Ph.D. and Prof. for faculty with other degrees)

   - Include and arrange your materials so that a coherent and straight-forward story is told.
   - In the Introduction, briefly summarize the necessary background that led to this work and clearly identify the purpose or specific aims of the present study. If applicable, identify the questions asked or hypothesis(es) tested.
   - Provide sufficient detail of the scholarly design and the methods or process employed to do the work.
   - Results or products may be effectively presented by table, figure, illustration and/or photograph.
   - Include a Summary and Conclusion that briefly explain the vital "bottom lines" and major takeaways of your work.

Note: **You should make every effort to attend your entire presentation session (that is, you should stay to attend the other presentations in your session as this is what happens in professional conferences).**