

**Presentation Formatting Guidelines**

***(Presentation Time: 30 Minutes)***

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| **Presentation Breakdown:** | **Suggested Time:** |
| **Transition & Set-Up**  *Be sure to have your laptop (with your presentation) ready to hook up to our projection and sound. If needed, our room facilitator will assist you with the set-up of your laptop.* | 5 Minutes |
| **Introduction**  *Introduce yourself to the audience. Share some of your background.* | 1 Minute |
| **Research Topic & Why Important**  *What is your topic? Explain why you researched it. Why was it important to you? Who else will benefit from your study?* | 2 Minutes |
| **Background/Literature Review**  *In usable terms, what did you have to look at to fully understand your topic?* | 2 Minutes |
| **Methodology**  *Share the “3 W’s”. What did you do, with whom, and where?* | 5 Minutes |
| **Findings**  *Share your findings but don’t overload the audience with too many graphs and statistics. Find a valuable balance.* | 5 Minutes |
| **Discussion with emphasis on Usability & Applicability**  *Be sure to share what your research means for the profession. The audience will consider it a bonus if you can generalize your information to the multiple professions attending (business, behavioral sciences, education).* | 5 Minutes |
| **Question & Answer** | 5 Minutes |

**All presentations will be held to a 30-minute maximum** (including transition time)**.**

**The above are recommendations only.**