



## Presentation Formatting Guideline

*(Presentation Time: 25 Minutes)*

<b>Presentation Breakdown:</b>	<b>Suggested Time:</b>
<b>Transition &amp; Set-Up</b> <i>Be sure to have your presentation available on a memory stick. If needed, our room facilitator will assist you with the set-up of your presentation.</i>	2 Minutes
<b>Introduction</b> <i>Introduce yourself to the audience. Share some of your background.</i>	1 Minute
<b>Research Topic &amp; Why Important</b> <i>What is your topic? Explain why you researched it. Why was it important to you? Who else will benefit from your study?</i>	2 Minutes
<b>Background/Literature Review</b> <i>In usable terms, what did you have to look at to fully understand your topic?</i>	2 Minutes
<b>Methodology</b> <i>Share the "3 W's". <u>What</u> did you do, with <u>whom</u>, and <u>where</u>?</i>	6 Minutes
<b>Findings</b> <i>Share your findings but don't overload the audience with too many graphs and statistics. Find a valuable balance.</i>	4 Minutes
<b>Discussion with emphasis on Usability &amp; Applicability</b> <i>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).</i>	4 Minutes
<b>Question &amp; Answer</b>	4 Minutes

**All presentations will be held to a 25-minute maximum.**

**The above are recommendations only.**

**You are not required to follow them.**