



Presentation Formatting Guideline

(Presentation Time: 30 Minutes)

Presentation Breakdown:	Suggested Time:
Transition & Set-Up <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>	3 Minutes
Introduction <i>Introduce yourself to the audience. Share some of your background.</i>	2 Minute
Research Topic & Why Important <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
Background/Literature Review <i>In usable terms, what did you have to look at to fully understand your topic?</i>	2 Minutes
Methodology <i>Share the "3 W's". <u>What</u> did you do, with <u>whom</u>, and <u>where</u>?</i>	6 Minutes
Findings <i>Share your findings but don't overload the audience with too many graphs and statistics. Find a valuable balance.</i>	5 Minutes
Discussion with emphasis on Usability & Applicability <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>	5 Minutes
Question & Answer	5 Minutes

All presentations will be held to a 30-minute maximum.

The above are recommendations only.

You are not required to follow them.