

Undergraduate Research Seminar Guidelines

Time and Location: 5:30 – 6:30 pm, the first Wednesday of every month, Leigh 309

Here are a few guidelines to follow when presenting:

1. When you are preparing your presentation, remember that most of the audience will be non-specialists. Provide some introductory material and define any acronyms that you will use.
2. Be professional about your PowerPoint presentation. This includes clearly labeled graphics, data sets and plots. Provide literature citations where appropriate. The scientific community is moderately conservative in its PowerPoint style, so please do not use weird color schemes, strange template backgrounds or cutesy clip art. Also, now is a good time to learn that UF has word mark rules for logos in presentations. See <http://identity.ufl.edu/signatureSystem/>
3. Make sure to email a copy of your abstract to the organizers at least a week before your presentation. Abstracts should be no more than 250 words and give a brief overview of your research.
4. Time limit: 15-20 minutes, with 2-5 minutes for questions. When you rehearse for timing, remember that most speakers are somewhat faster at the actual presentation than they are when practicing.
5. Dress professionally. You are presenting in front of peers and at times, professors, so please try to make a good impression.
6. Bring your PowerPoint on a flash drive.
7. Show up 10 – 15 minutes early to transfer your PowerPoint presentation to the computer and projector. Page through your slides to make sure your fonts and graphics port over properly. It is generally wise to bring your file in both .ppt and .pptx format. If you have a Mac, view your file on a PC beforehand.
8. Act professionally during your presentation. Think of this as practice for making an oral presentation at a major scientific conference. In fact, many students use this opportunity for that purpose.