

# Symposium Preparation

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# The Virtual Symposium

In the past, students in arts, humanities, and social sciences typically present oral presentations at the symposium. Students in science and engineering typically presented posters.

We plan on sticking with this format. However, if you feel strongly that you wish to present in one format over the other – please fill out your preference when you submit the symposium presentation submission form.

***We will do our best to accommodate your request – however, we cannot make any promises.***

# Your Pre-Recorded Presentation

- **By July 31** you will have recorded and uploaded a 10-minute video of your presentation. Submit via the submission form.
- Refer to the FAQs and Information for Oral Presentations
  - [Link to FAQs](#)
  - Look out for a link with Information for Oral Presentations

# Your Pre-Recorded Presentation

- Feel free to be creative!
  - Use photographs, drawings, or other audio/visual media that you used in your project
- Record using a camera, webcam, or screen record your desktop or phone
- Optional: include a headshot in the beginning of your presentation if you are only speaking over slides

# The Q&A Session

- Following the playing of the video you submit of your presentation, there will be a live 3-5 minute Q&A session about your presentation.
- Prepare ahead of time to make sure your internet connection is stable
- Make sure your background, lighting, your attire, etc... look professional
- Test your microphone
- Make sure you have your Zoom link

# Organization

## 1. Opening:

Why is your research important?

## 2. Introduction and Background

What question are you trying to answer?

What information is needed to put your research into context?

# Organization

## 3. Research Design/Method

What did you actually do?

How did you design your study and collect your data?

How did you analyze your data?

## 4. Data/Results (to date)

What are your key findings so far?

## 5. Conclusion, Summary, Future Directions

# A Good Presentation

- Consistent capitalization, punctuation - proofreading important
- Not too much text - only what you will read/say
- Citations
- Helpful images, tables, and diagrams



# Speaking and Content

- Presentation Advice
  - Consistent pace
  - Speak more slowly than you think you should for clarity
  - For your pre-recorded presentations, you could write a timed script
- Accurate information
  - If you do not have results yet, that's fine. Don't make them up!
  - List what the steps moving forward are in order to finish

# Design Advice and Suggestions

- Visual Component
  - Grammar, **Capitalize Slide Titles**, spelling, legible fonts
  - Choose a theme or use color, just make sure text is readable
  - Images are often better than words
- Use something other than PowerPoint if you would like

# Presentation Advice

- Introduction
  - Have a “hook”
  - Why should a non-expert care?
  - Try a story, statistics, history, etc...
- Q&A
  - If you don't know, you can find out!
  - Can you respond with something relevant?
  - Be grateful - they understand your presentation!

# Practicing and Editing

- You can record your presentation multiple times until you get the best take
- If you get your presentation recorded ahead of time, send it to friends and family for feedback
- If you are familiar with editing softwares, make post-recording edits

# Questions?

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