

DEVELOPING PAPER PRESENTATIONS

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Why a Paper Presentation?

POSTER

- Visuals are more important
- Interactive component
- Preliminary results, wanting feedback

PAPER

- Research that is less reliant on a visual component
- Requires significant explanation of concepts/terms
- Final version of research

A Paper at a Professional Conference

- Team members present as a group or individually during an assigned block of time (typically 15-20 minute presentations)
- Important to stay within the time limits
- Typically there is a formal presentation with time for questions at the end
- A particular session will involve multiple different presenters
- Sometimes there are breaks during longer sessions
- At professional conferences, attendees will leave and enter throughout a session

First Steps:

- Consider your audience
- Know the guidelines, rules, and regulations (usually available when registering)
- Determine the materials that you need



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LBV Oral Presentation Guidelines

- Show up 15 minutes early to the session to upload presentation
- Plan to stay during the entire session
- Be courteous to fellow presenters
- Presentations are 15 minutes, 12 minutes for the presentation and 3 minutes for questions from audience
- Presentations exceeding this time limit will be cut off by moderators in the interest of time

Starting your Oral Presentation

- Create an outline of your research
- Use your abstract to highlight the important aspects that you want to include in the presentation
- Choose a platform for the visuals (PowerPoint, Prezi, GoogleSlides, etc.)



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Slide Design

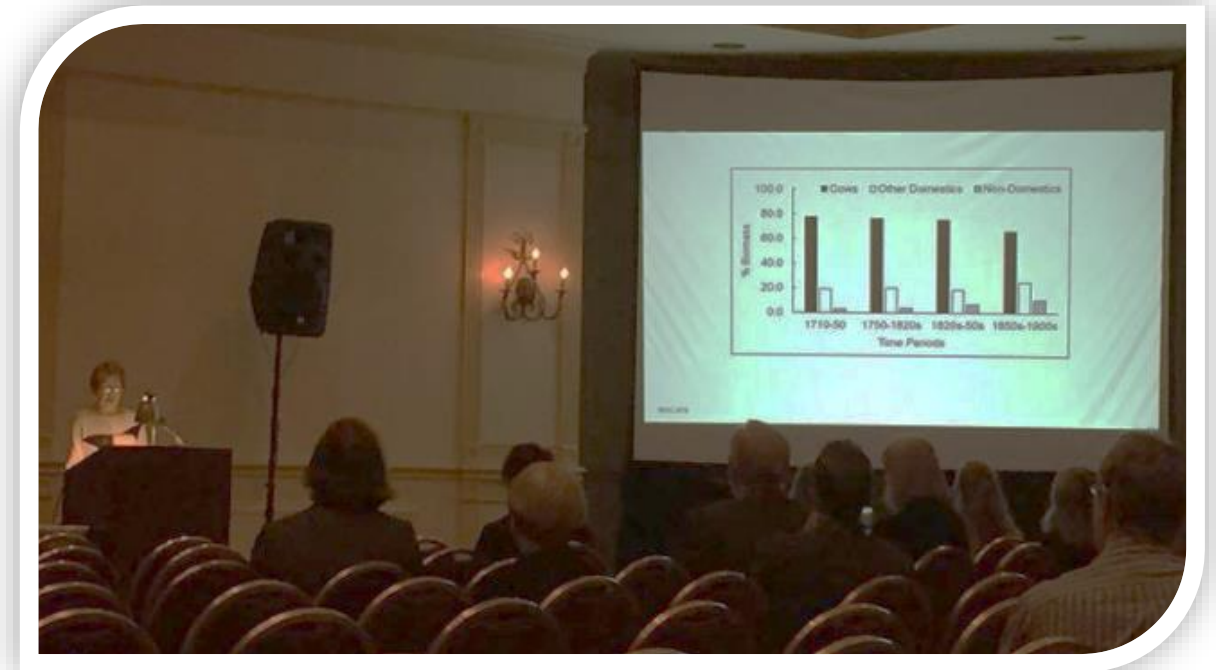
- Organize (layout just like in your paper)
- Title: title, name, department (university, program, etc.), and date of presentation
- A minute per slide
- Short text
 - Font should be at least 18
- Streamlined graphics
- Not too busy



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Slide Design, continued

- Background should be light-colored
 - Need sufficient contrast between background and text
- Use headlines, bullets, numbering to make it easy to read
 - Avoid complete sentences
- Label visuals clearly
- Keep it clean – simple colors, background, and font



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TAMIU Brand

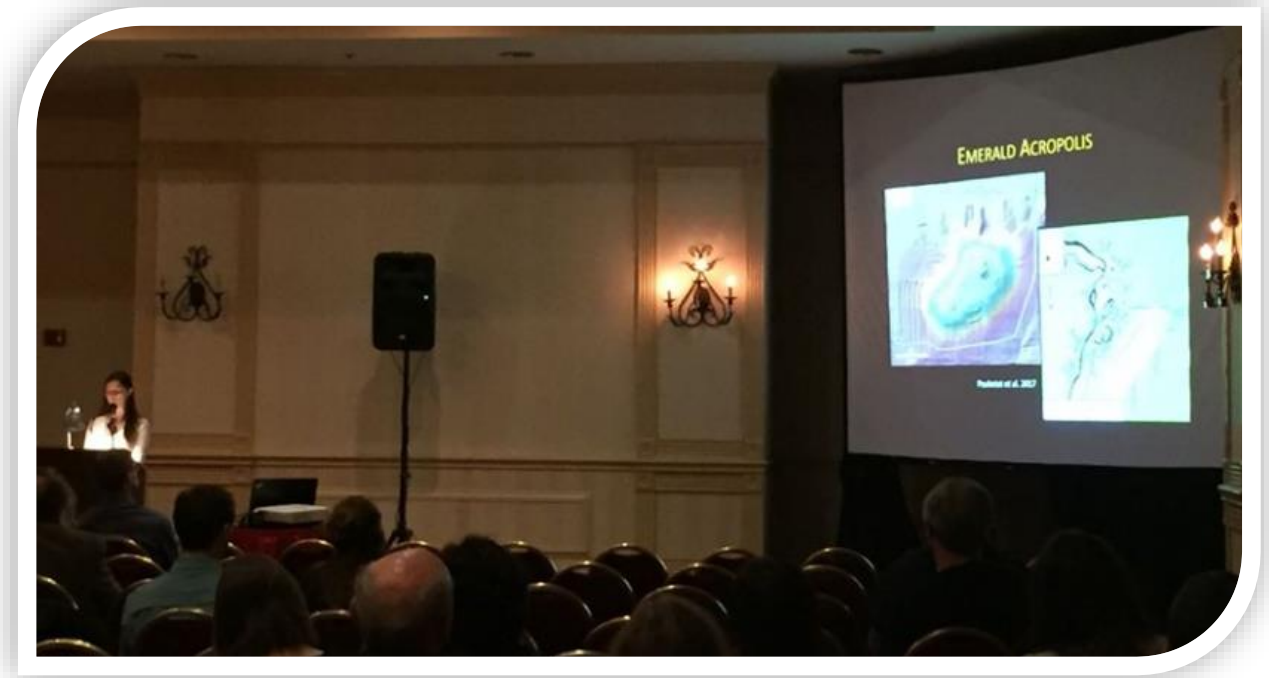
- Incorporate TAMIU colors, logos, or use a TAMIU PowerPoint
 - <https://www.tamtu.edu/newsinfo/office/identitytoolkit.shtml>
 - <https://www.tamtu.edu/newsinfo/office/powerpoint.shtml>
 - For brand use email: aclamont@tamtu.edu or prmis@tamtu.edu
 - To change colors: design > variants > colors > customize colors



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Designing Visuals

- Incorporate diagrams, graphs, and images when appropriate
 - Data should be easy to read
- Don't make it too cluttered
- Visuals need a short label or plan to discuss



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Practice!

- Make note cards for each slide or have typed notes on a single sheet
- Practice the presentation (with slides and a timer)
- Practice with advisor for feedback
- Refine based on feedback
- Most common mistake is going over the time limit



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Delivery

- Start with your topic
- Nervousness is normal
- Make eye contact with audience
- Speak clearly and in a loud voice
 - Back of the room
- Practice helps
- Dress business casual
- Be confident,
- Don't mention info left out



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Delivery, continued

- Avoid reading from slides or from a paper
- Mindful of posture
- Move around but avoid:
 - Fidgeting
 - Walking in front of projector
 - Rocking
 - Turning back to audience
 - Pacing
- Show enthusiasm
- End by summarizing main points



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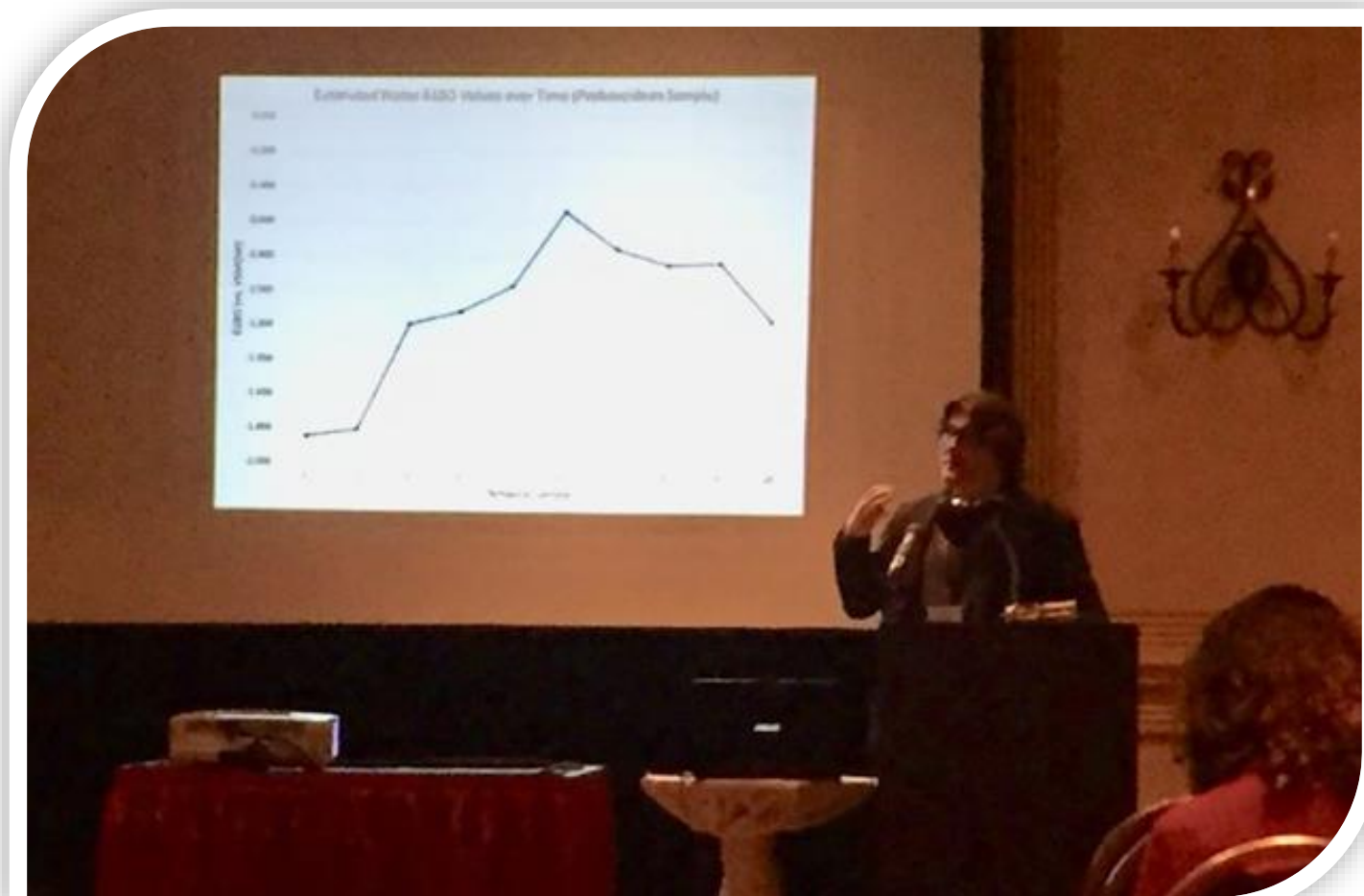
Questions

- At the end ask for questions
- Have a questions slide
- Encourage questions with body language and eyes
- Listen and take a moment to respond (if needed)
- Answer politely, briefly, and good-humoredly



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Questions, Comments, or Concerns



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References

- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/>
- <http://go.owu.edu/~dapeople/ggpresnt.html>
- <https://www.tamtu.edu/newsinfo/office/powerpoint.shtml>
- <https://www.tamtu.edu/newsinfo/office/identitytoolkit.shtml>