

SURS 2024 PRESENTATION GUIDELINES

1. Duration

You will get four minutes to present your research project.

2. Target Audience

Keep in mind that you will be presenting to a broader audience of undergraduate students and academic staff from various fields. Your presentation will be evaluated by subject experts and academics from disciplines other than yours. Therefore, avoid overly technical language unless the audience is familiar with it.

3. Evaluation

The presentation will be evaluated by subject experts on the academic merit of the presentation and a group of academics from other disciplines on the quality of the presentation and presentation skills.

4. Submission deadline

- Obtain the approval for your final presentation from your supervisor/s.
- Upload your presentation through the link provided in the SURS 2024 website on or before October 07, 2024 11:55 am.

5. SURS Slides

- Only **FOUR** PowerPoint slides are allowed (Slide animations and slide transitions are allowed, however, **DO NOT** overlap information on top of each other using disappear animation)
- The four slides must be restricted to the following sections
 - Slide 01: Title
 - Slide 02: Background & aims; objectives/Hypothesis/Research Questions
 - Slide 03: Results & Discussion
 - Slide 04: Conclusions & future directions
- Use the provided presentation templates according to your subject area. The templates are color coded according to the subject area for evaluation purposes.
- Keep slides professional: Use consistent fonts and colors, limit the use of animations and transitions to avoid distractions and make sure that the slides are legible from a distance.
- You are **ONLY** allowed to use visual aids (photographs, graphics, diagrams, flow charts, etc.,) belonging to you or created by yourselves.
- Ensure that graphs and charts are easy to read, with labels and legends.
- **DO NOT** use visual aids from external sources.

Suggestions

- Pay attention to the composition (arrangement of items) of the slides.
- **DO NOT** use lengthy sentences and complicated graphics in your slides.
- **DO NOT** clutter slides with too many elements, leave plenty of negative space.
- Be creative when you prepare your slides for effective communication of your research.
- Personalize your presentation to add uniqueness.

6. Presentation guidelines:

Presentation

- Engage Your Audience
- Use storytelling to make complex topics more relatable.
- Ask questions or provide real-world examples to maintain interest.
- Share your enthusiasm for the subject.
- Making a strong first impression is crucial, so start your presentation with a powerful opening.

Practice and Timing

- Rehearse your presentation to ensure smooth delivery and stay within time limits.
- Practice and get feedback on clarity and impact from your supervisor/s and colleagues.

Recommended time duration for each slide

- Slide 01 - no more than 30 seconds
- Slide 02 - 1 minute
- Slide 03 - 3 minutes
- Slide 04 - no more than 30 seconds

Body Language and Voice

- Maintain good posture, eye contact, and use hand gestures appropriately.
- Speak clearly and at a moderate pace; use pauses for emphasis.
- Vary your tone to maintain audience engagement.
- Use facial expressions to match the tone of your message
- Avoid habits like tapping your feet, swaying, or shifting weight from one foot to the other.

Focus on Key Takeaways

- Emphasize the main findings or conclusions of your research.
- Ensure the audience leaves with a clear understanding of why your work is important.

7. Dress Code (Business formal):

- Male: Long sleeved shirt, tie, long trouser, and dress shoes
- Female: Option 1: Formal pants or skirt, formal blouse, and shoes or Option 2: Saree