General Rapid Fire Guidelines

Requirements and Strategies for Rapid-Fire Presentations

Presentation Requirements:

- Your presentation cannot exceed 3 minutes. You will be cut off at 3 minutes
- No paragraphs; bullets or single, short sentences only

Recommendations for presenting in large auditoriums and ballrooms:

- Consistent, readable font (e.g. Arial, Tahoma, Verdana)
- Suggested font size: 30 - 40 point for titles and ~24 point for slide content
- Dark slides with light colored text work best in large rooms
- Readable graphs, charts, and tables - the font on your graphics should align with the suggested font size listed above
- Consider providing QR code to an accessible transcript for the audience

General Tips:

- Write for your audience
    - Avoid jargon and academic language.
    - Explain concepts and people important to your research - you may know all about Professor Smith's theories, but your audience may not.
    - Highlight the outcomes of your research, and the desired takeaway for your audience.
    - Imagine you are explaining your research to a close friend or fellow student from another field.
    - Convey your excitement and enthusiasm for your subject.
- Tell a story
    - Structure your presentation like a narrative, with a beginning, middle and end.
    - Try writing an opener to catch the attention of the audience, then highlight your different points, and finish with a summary of the importance of your work.
- Start with a clear outcome in mind
    - Know what you want your audience to take away from your presentation.
    - Try to leave the audience with an understanding of what you're doing, why it is important, and what you hope to achieve.
- Less is more
    - Too much text and complicated graphics can distract your audience
    - Don't rely on your visuals to communicate your research—allow them to be the support
- Practice and Revise
    - Proof your presentation by reading it aloud, to yourself and to a non-expert audience.
    - Ask for feedback on *both* oral and visual components.
    - Ask your audience if your presentation clearly highlights what your research is about and *why it is important*.