

# VIRTUAL PRESENTATION GUIDELINES

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Presentations are a method of summarizing and visualizing your work, and your opportunity to convey the main points of your research or creative project to your audience. Presentations can be simple and involve the student talking straight to the camera, or they may be augmented with slides or multimedia. **How you design and give your presentation is up to you! There is no right or wrong way to present your project.**

**While we reference programs like PowerPoint throughout this document, there are other platforms and methods that you can use.** These guidelines are offered to help you think about the different aspects of your presentation, as well as the process of creating and giving a presentation.

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## I. UNDERGRADUATE RESEARCH SHOWCASE

Over 900 students from all majors and minors will share live-streamed and pre-recorded video presentations of their research and creative projects at the virtual Undergraduate Research Showcase, hosted on the Undergraduate Research Week website (<http://urweek.ugresearch.ucla.edu/>).

We are working diligently to transform the Undergraduate Research Week website, and the dynamic new display will go live during Undergraduate Research Week. **Keep reading for a sneak peek at our beta site and to see how pre-recorded and live-streamed presentations will be shared with the UCLA community.**

### Undergraduate Research Showcase Schedule

Pre-recorded presentations will be shared with the general public and campus community on the Undergraduate Research Week website throughout Undergraduate Research Week (May 18-22, 2020).

Live-streamed presentations will be shared during three presentation sessions on Tuesday, May 19 (12:30-2:00 pm, 2:00-3:30 pm, and 3:30-5:00 pm). Each live-streamed presentation session will feature panels of 4-5 students sharing live-streamed presentations of their work, followed by Q&A with the audience. Live-streamed video presentations will be available to the general public and campus community during their scheduled presentation sessions, and videos will not be recorded or archived for future use.

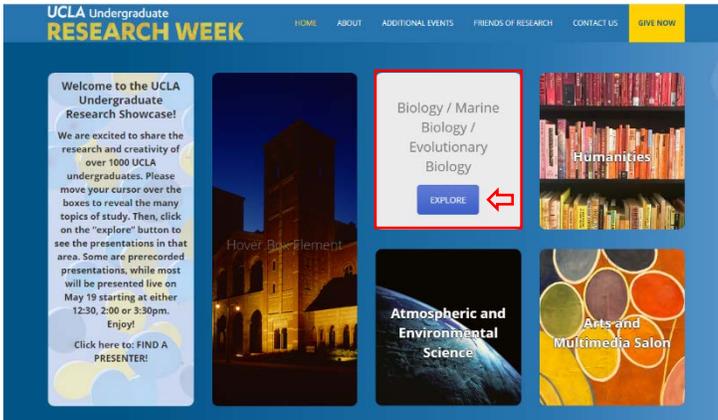
### What Will the Showcase Look Like? Take a Sneak Peek

Visitors to the Undergraduate Research Week website will be greeted by a new display that encourages exploration and interaction. Visitors will be able to search for specific presenters, or click on different tiles to see a wide range of presentations in those fields.

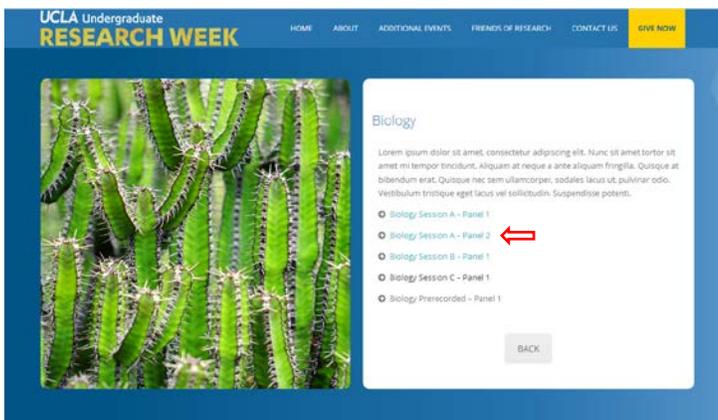
**Please note that the following images are taken from our beta site; text and images will be updated before Undergraduate Research Week.**



The new Undergraduate Research Week homepage (<http://urweek.ugresearch.ucla.edu/>) features a welcome message, a pre-recorded video from our keynote speaker (coming soon), and clickable tiles for different fields of study.

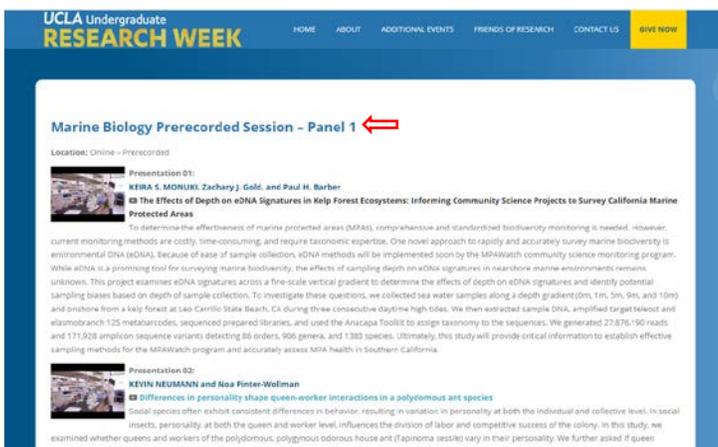


Visitors can hover over each tile and click “explore” to access presentations in each field of study.



After clicking “explore,” a new tab will open in the browser window with links to pre-recorded presentations and live-streamed presentation sessions.

Visitors can click to see pre-recorded presentations throughout Undergraduate Research Week (May 18-22, 2020), and live-streamed presentations on May 19.



When visitors click to see pre-recorded presentations, they can see all available pre-recorded presentations for that subject, including each presenter’s name, project title, and abstract.

When visitors click on a live-streamed session, they can see all panels for that session, including each presenter’s name, project title, and abstract. They will be able to join the Zoom presentations as audience members for any panel by clicking on the link for that panel.

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## II. TYPES OF PRESENTATIONS

Students sharing presentations at the virtual Undergraduate Research Showcase will present their research and creative projects as either live-streamed presentations via Zoom, or as pre-recorded presentations on the Undergraduate Research Week website.

### Live-Streamed Presentations

If you are giving a live-streamed presentation, you will be assigned to a panel during one 90-minute session on Tuesday, May 19, 2020. Session times are from 12:30-2 pm, 2-3:30 pm, and 3:30-5 pm. You must attend the full panel for which you are scheduled. Live-streamed presentations will be hosted on the Undergraduate Research Week website.

Multiple panels will run concurrently during each session, and each panel will feature 4-5 students conducting research or creative projects in similar fields of study. A moderator will introduce each presenter, who will then give a 5-10 minute presentation of their project. After all of the panelists have presented, a Q&A with the audience will begin.

### Pre-Recorded Presentations

Pre-recorded presentations of 5-10 minutes will be curated on the Undergraduate Research Week website throughout Undergraduate Research Week (May 18-22, 2020). Since pre-recorded presentations will not be live-streamed, there will be no Q&A with an audience.

### Presenting With or Without Slides

While using slides when giving a presentation is common across disciplines, **you do not need to use slides!** You can simply talk about your project in front of the camera. It is common in disciplines like the humanities to present papers in this format.

We recommend that you **do not present in front of a research poster**: It will be difficult for your audience to see all of the points on your poster. Instead, we recommend converting your poster into multiple slides.

If you are using slides, you should include a limited number of important points with visual elements on each slide to engage the audience. You can opt to use voiceover only when presenting your slides, share your video feed and slides at the same time, or use a combination of methods depending on what makes the most sense for your project. UCLA students can access PowerPoint for free by registering for Microsoft Office ProPlus through UCLA IT: <https://www.it.ucla.edu/news/microsoft-office-proplus>.

### Using Video or Audio

There are other supporting elements that you can use besides slides: You can share audio and video of your performance, studio art, digital project, or film. It is common in film and art to show video shorts, in digital humanities and design to share digital projects, and in music and dance to share videos of performance. You can use any method that makes the most sense for your presentation type.

If you are sharing a pre-recorded presentation, you can use programs like iMovie, Movavi, and Windows Movie Maker to create and edit your video. You can intercut your video with both an introduction and concluding remarks, or you can include a brief introduction explaining your work before segueing to the video of your project. Conduct a Google search to find relevant tutorials and guides if you will be moving forward with this option.

If you are giving a live-streamed presentation, we recommend that you have your video or audio file saved to your computer. After giving an introduction to your project and talking through any key points, you can open the file to play it, and close it after it is done playing to give further analysis or your conclusion. While you can embed video and audio into your slides and press “play” during your presentation, you should only do so if you have downloaded the audio or video files to your computer; streaming from the web may cause freezing or delays in Zoom.

If you are sharing audio or video produced by someone else in a pre-recorded presentation, you should familiarize yourself with copyright laws before submitting your project.

Technical issues do happen when presenting, so we recommend that you practice your presentation and strategize for what to do if your multimedia elements do not work as planned.

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### III. DESIGNING YOUR PRESENTATION

#### General Guidelines for Slides

If you are using slides with your presentation, follow these general guidelines for creating slides to make it easy for your audience to understand. Each slide should be organized, easy to read, and concise so that it does not distract from your presentation or confuse the audience. Do not use slide transitions or animations.

A convenient rule to follow is the 6 x 6 rule: do not include more than six bullet points per slide, and do not use more than six words per bullet. Avoid using paragraphs of text.

Given the limitations on time, you can use up to 10 slides total for your presentation:

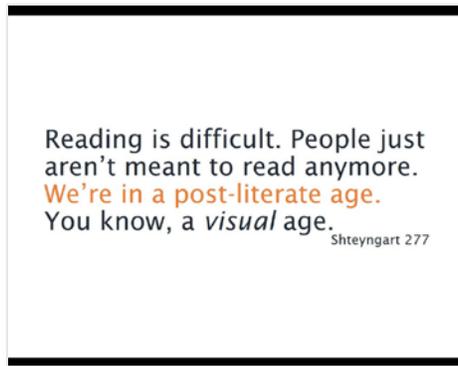
- 1 title slide
- 8 content slides
- 1 acknowledgements slide

If you have references you would like to include, you can add them to the bottom of your content slides or at the end of your presentation on the acknowledgements slide.

#### Choosing Colors, Fonts, and Font Sizes

The colors, fonts, and font sizes you use in your presentation will influence how the audience perceives your presentation as well as your research or creative project.

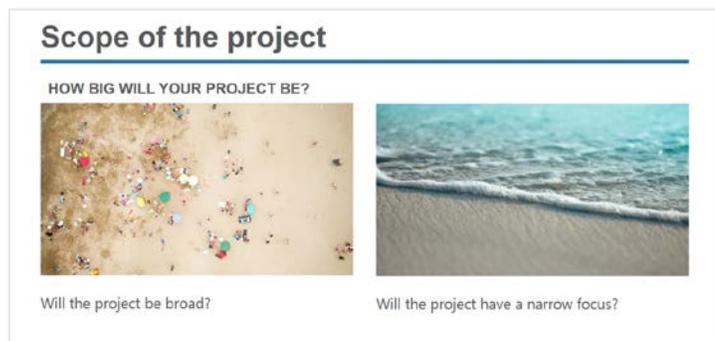
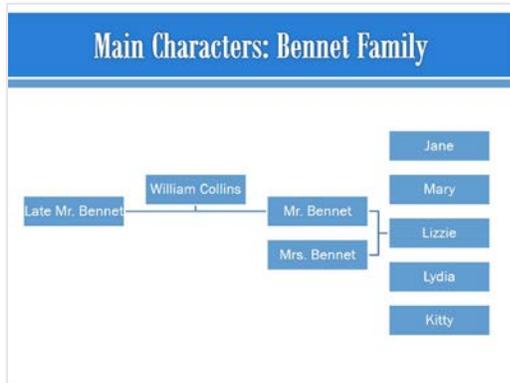
You can use color to direct the audience’s attention to different areas and to highlight specific points.



Use an easy-to-read font like Calibri or Arial to make your presentation accessible to a wider audience. Use a larger font size for each title (32-44 pt., depending on the font), and a smaller font size for the content (20-24 pt., depending on the font).

### Using Visuals and Imagery

Use a simple, high color contrast design, and avoid adding unnecessary visuals. Too many images and colors can draw attention away from your points and be distracting or confusing to your audience. Choose images that convey intentional messages and are relevant to your presentation. Remember, less is more.



If using PowerPoint, use the “Align” tool when placing multiple images. Be mindful of image aspect ratios when resizing images, and hold the "shift" key when resizing.

### Embedding Video and Audio

If you are using PowerPoint, you can embed audio and video into your slides. You should use audio or video files that have been downloaded to your computer instead of linking to videos on YouTube, as streaming from the web may cause freezing or delays in Zoom.

Click here for instructions on how to add video files to your PowerPoint slides:

<https://biteable.com/blog/tips/embed-video-powerpoint/>

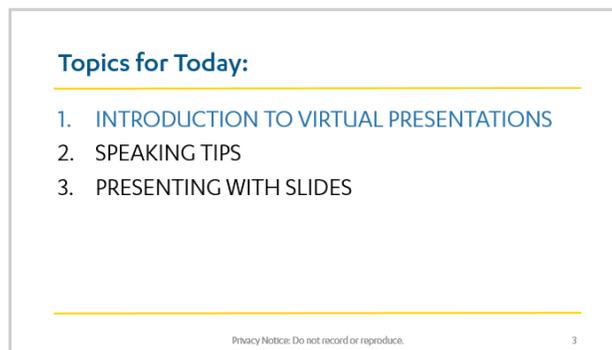
Click here for instructions on how to add audio files to your PowerPoint slides:

<https://support.office.com/en-us/article/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316>

If you are using another program besides PowerPoint to create your slides, you can conduct a Google search to find instructions on adding audio or video files to your slides.

## Introduction: Using Signposting and Anecdotes

You can use visual signposting to let the audience know where you're going with your presentation. Signposts are words or phrases that guide the listener during a presentation. They let the listener know what has happened so far and what is going to happen next.



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## IV. GIVING YOUR PRESENTATION

### Time Management

**Your presentation should not exceed 5-10 minutes in length.** Given the time limit, you can share highlights of your work instead of trying to cover your entire project in one presentation. If you find yourself going over the time limit, you should think about where you are spending too much time and consider cutting some sections down.

If you are using PowerPoint slides, each slide will take at least 30 seconds to 1 minute to present. If you are reading a paper, keep in mind that 1 double-spaced page will take about 2 minutes to read aloud.

### Who is the Audience?

When preparing your presentation, keep in mind who your audience will be and tailor your content appropriately.

Academic presentations and artist talks usually emphasize methodology and research approach. Presentations for the general public usually emphasize the findings and concluding takeaway points.

For Undergraduate Research Week, though, you can expect your audience to be somewhere in between. While the Undergraduate Research Showcase is in an academic context, you are presenting to peers who may not be in your field, as well as faculty, staff, friends, family, and alumni.

## What Should You Talk About?

The general order of information that you should present is very similar to the structure of an abstract. You are encouraged to not spend too much time describing your background or literature review and instead focus on sharing your own research or creative project.

Presentations should cover the following six sections:

- I. **What is your topic?** Begin by sharing your topic and briefly touch on any context or background information that is necessary for the audience to understand your project.
- II. **What is your research question or creative inquiry?** Clearly state your question or inquiry.
- III. **What do we know about that topic already?** Briefly guide the audience through the existing literature or scholarship relevant to your topic.
- IV. **What did you do?** When presenting your methods and findings, you should thoroughly describe your project design and process. Talk about things such as your methodologies, approach, and data collection methods if it's appropriate for your project.
- V. **What did you find/expect to find?** Share a few findings from your research or creative process that informed your project. If your project is still in progress, what is the status of your work? You can share preliminary findings or an overview of what you expect to happen.
- VI. **Conclusion.** Consider including a few takeaway points of your major findings, the next steps for your project, or the significance of your project. Examples of talking points include why your research or creative project is significant, if it has implications for your field, if there is a current event that can benefit from your research, or if it directly impacts a community.

## Content: Do's and Don'ts

**When presenting your project, you should:**

- Focus on your contribution
- Follow conventional structures for your field: In some research approaches, such as critical theory and art, it is conventional for authors to talk about their own positionality to their projects.
- Limit talking points to key information
- Comment on the broader relevance of your findings
- Explain terminology in the presentation

**You should avoid:**

- Using jargon
- Using too many citations
- Self-talk (i.e., narrating your internal dialogue)
- Trying to explain your entire project
- Using technical terms without explaining what they mean

## How to Talk About Your Project

You can use the following descriptive words when talking about your project:

Analysis	Application		Synthesis		Evaluation
Analyze	Apply	Hypothesize	Combine	Project	Critique
Define	Argue	Illustrate	Construct	Solve	Defend
Categorize	Conclude	Implement	Create	Synthesize	Evaluate
Classify	Demonstrate	Propose	Design	Unite	Interpret
Compare	Differentiate	Theorize	Formulate		Justify
Contrast	Employ		Frame		Reassess
Systematize	Establish		Integrate		Re-envision
Trace	Extend		Merge		Review

## Suggestions for Body Language

Make sure you look at your webcam when speaking and avoid looking at your laptop screen or off camera.

Try to smile, maintain good posture, take occasional pauses, and use moderate gestures so that your audience is engaged with your presentation and not distracted by fidgeting, facial expressions, or a rushed presentation.

## Managing Q&A (Live Presentations): Do's and Don'ts

If you are giving a live-streamed presentation, below are some do's and don'ts for participating in the Q&A segment of your panel. If you are submitting a pre-recorded presentation, you will not engage in Q&A with your audience.

### Do:

- Listen to the whole question
- Actually answer the question that was asked
- Ask for clarification if you didn't understand
- Partially repeat the question in your answer for those who didn't hear: "In terms of [what the person asked about...], I found that..."
- Acknowledge the value of the question and/or limitations of your work but then explain what you DO know: "That's an interesting point. Thank you. It's true that this study can't address [X], but what it can tell us is that..."

### Don't:

- Answer a different question or a question you wished had been asked
- Get confrontational or defensive
- Make things up if you aren't sure
- Say only "I don't know"
- Panic if you don't know the answer
- Give a response that is too wordy – keep your response concise but answer the question in full

## Practice, Practice, Practice

Practicing your presentation in advance is essential for giving a good presentation. To practice your presentation effectively, you can prepare your presentation space ahead of time, rehearse looking into the webcam when you speak, have your presentation notes ready, and hold water or a notebook if you are nervous.

You can take advantage of resources at UCLA and at home as you prepare for your presentation:

- Practice giving your presentation to your friends and family
- Email [urhass@college.ucla.edu](mailto:urhass@college.ucla.edu) to get feedback in an advising appointment with a Graduate Student Mentor
- Get presentation feedback from a Peer Learning Facilitator at the Undergraduate Writing Center. Email [urhass@college.ucla.edu](mailto:urhass@college.ucla.edu) for more information.

## Tips for Virtual Presentations

Prepare for your presentation by preparing your presentation space:

- Control your lighting and make sure your light source is in front of you to avoid casting shadows on your face
- Present in front of a plain or neutral-colored background
- Try to avoid sitting or standing too close to the screen
- Wear solid-colored clothing, as patterns can be distracting on screen
- Make sure the webcam is at eye-level

However, don't worry if you do not have too much control over your surroundings; the audience is more interested in your project than your lighting!

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## V. PRE-RECORDING YOUR PRESENTATION

### Using Zoom or Other Programs to Record Your Pre-Recorded Presentation

You can use a number of different programs to record your presentation. Zoom, PowerPoint, Prezi, Adobe, iMovie, Movavi, Windows Movie maker, and others can be used to create video files. Please note that **your file type must be supported by YouTube**. View the "File Type, Size, and Upload Instructions" below for more information.

There are many online tutorials for how to record presentations using different programs. A selection of tutorials include:

- **Prezi:** If you're **talking directly to the camera** or **presenting to the camera alongside your Prezi slides**, here are instructions on how to record a presentation using Prezi:
  - <https://support.prezi.com/hc/en-us/articles/360038281834-How-to-turn-your-Prezi-presentation-into-a-video-using-Prezi-Video->
  - <https://support.prezi.com/hc/en-us/articles/360036062854>
- **Zoom:** If you're **talking directly to the camera** or **presenting to the camera alongside your PowerPoint slides**, here are instructions on how to record a presentation using Zoom:

- <https://www.youtube.com/watch?v=WmMSXOQVQs4>
- <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-Recording>
- **PowerPoint:** If you're providing a **voiceover over PowerPoint slides**, here are instructions for how to record a presentation using PowerPoint:
  - <https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>

**All UCLA undergraduate students can create a free Zoom account!** Zoom can be downloaded to your computer as well as your smartphone. To find out more about Zoom and how to activate your account, click here: <https://ucla.zoom.us/>.

**You can also download a free Microsoft Office ProPlus account to use PowerPoint.** Click here for more information: <https://www.it.ucla.edu/news/microsoft-office-proplus>.

### Closed Captioning and Accessibility (Optional)

You can add closed captioning to your pre-recorded presentation to make it accessible to more audiences. If you are presenting a live-streamed presentation, you will not be able to use closed captioning. Please note that closed captioning is **optional** and is not required.

Click here to learn more about free tools for closed captioning: [https://blog.amara.org/2018/05/02/10-free-tools-to-make-your-captioning-process-easier-in-2018/?fbclid=IwAROPHiLR8tJk-ZALj-pyzSLJIOqfSx1A\\_QkjWDbbsabG8U02oIpZuhB65bg](https://blog.amara.org/2018/05/02/10-free-tools-to-make-your-captioning-process-easier-in-2018/?fbclid=IwAROPHiLR8tJk-ZALj-pyzSLJIOqfSx1A_QkjWDbbsabG8U02oIpZuhB65bg)

### File Type, Size, and Upload Instructions

If you are submitting a pre-recorded presentation, you will already have received instructions via email on how to submit your video files to Box. Email [urweek@college.ucla.edu](mailto:urweek@college.ucla.edu) if you did not receive the instructions. **Video files are due by 8 am on Friday, May 8.**

We will upload your pre-recorded presentation to YouTube as an unlisted video, and your video will not be publicly searchable on YouTube. We will link your presentation to the Undergraduate Research Week website during Undergraduate Research Week, and your presentation will be viewable to the UCLA community and public from May 18-22, 2020.

**Your video file must be submitted in a format that is supported by YouTube.** Acceptable file types can be found here: <https://support.google.com/youtube/troubleshooter/2888402?hl=en>. **There is no file size limit aside from creating a video that is 10 minutes or less in length.**

Please note that by submitting your videos to us to upload to YouTube, you acknowledge that you have read and agree to YouTube's Terms of Service (<https://www.youtube.com/t/terms>), Community Guidelines (<https://www.youtube.com/about/policies/#community-guidelines>), and Copyright information (<https://www.youtube.com/about/copyright/#support-and-troubleshooting>).

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## VI. ADDITIONAL RESOURCES

### Attend an Online Workshop

All students are invited to attend our free online Virtual Presentation Workshops.

Click here to see the complete workshop schedule for Spring quarter:

<http://hass.ugresearch.ucla.edu/getting-started/workshops/>.

### Schedule an Advising Appointment

You can schedule a 30-minute one-on-one advising appointment with a Graduate Student mentor to get help with your presentation. Email [urhass@college.ucla.edu](mailto:urhass@college.ucla.edu) to schedule an advising appointment.

### Practice Your Presentation with the Undergraduate Writing Center

You can make an appointment with the Undergraduate Writing Center from April 30 through May 15 to practice your presentation with a Peer Learning Facilitator. Email [urhass@college.ucla.edu](mailto:urhass@college.ucla.edu) for more information.

### Download a PowerPoint Template

If you are using slides for your presentation, you can click here to download a free copy of our PowerPoint template: <http://hass.ugresearch.ucla.edu/urw/guidelines/#tab-id-2>.

Use of this template and slides are **optional**. You may also design your own PowerPoint slides from scratch, make slides with a program like Prezi, or not use slides at all.

### Important Dates

Date	Item	Description
8 am Friday, May 8	Pre-recorded video submission due date	Submit your pre-recorded video file to Box by 8 am on Friday, May 8. If you have not received the instructions for file submission, email <a href="mailto:urweek@college.ucla.edu">urweek@college.ucla.edu</a> for more information.
8 am Monday, May 18	Pre-recorded videos go live	Pre-recorded presentations will be live on the Undergraduate Research Week website from May 18-22, 2020.
12:30-5 pm Tuesday, May 19	Live video presentations, 1.5 hour panel TBA	If you are giving a live-streamed presentation, your presence during your assigned 1.5 hour session is required. You will receive an email confirmation of your session time in late April, and further instructions on what to expect in early May.
2-4 pm Friday, May 22	Undergraduate Research Week Awards Ceremony	You're invited to join us for the virtual Undergraduate Research Week Awards Ceremony, which will be hosted on the Undergraduate Research Week website! Faculty Mentor Award, Dean's Prize, and Library Prize for Undergraduate Research winners will be announced and celebrated at this event. Attendance of the Awards Ceremony is encouraged but not required.