Research Week Oral Presentation Guidelines:

Oral presentations are 15 minutes in length with five additional minutes for questions and answers. Students should arrive 10 minutes before the start of the session they are scheduled and load their presentations to the laptop provided. The schedule is strictly enforced. Oral presentations are held in technology-enhanced rooms in the Jerry Falwell Library.

All presentation rooms include:

- PC laptop with DVD/CD player
- Projector with large screen
- Audio system
- Wireless internet capabilities

Available PC software includes:

- Internet browsers: Firefox and Chrome
- Adobe DC Professional
- Windows 10
- Microsoft Office 2016 Professional

Notes to Presenters:

- Laptop computers are provided for your use.
- Visuals may include Microsoft PowerPoint following the guidelines using any of the 16x9 PowerPoint presentation slides.
- Please bring your presentation on a USB flash drive and keep a copy of your presentation in your email as backup.
- Technical services will be on standby for any technical difficulties.
- Please arrive 10 minutes prior to your scheduled presentation time to prepare and set up for your presentation.
- Presenter will be at the front of the room.
- A moderator will be in the front row in your room to track your time and give you a three minute warning.

Professional Courtesy

Please be quiet and respectful of others while they are presenting. We highly discourage leaving the room while a person is presenting. We will not allow anyone to enter the room once a presentation begins.