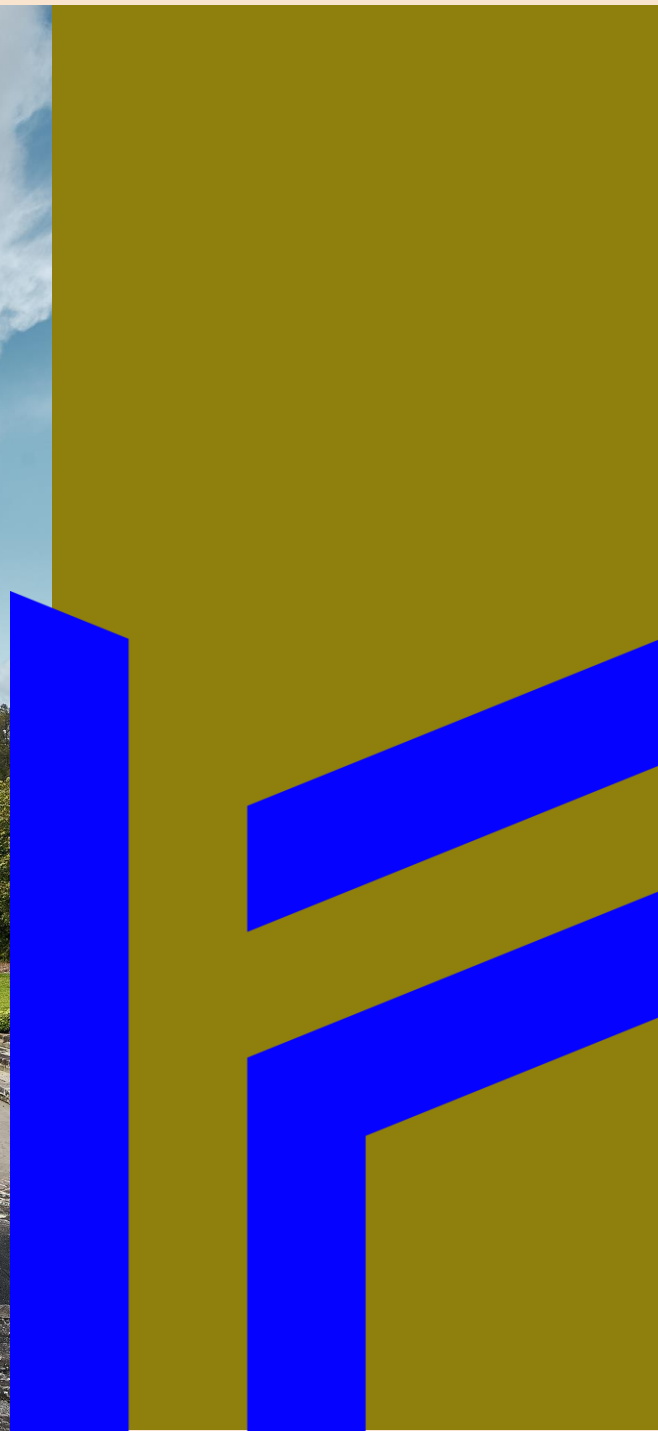# HDR Research Conference 2025

Guidelines for Oral PowerPoint Presentation

Eligibility?

Candidates who have successfully passed their confirmation milestone by **1 April 2025**.

How long is a presentation meant to be?

The total time allocated for a presentation is 15 minutes. Your talk must be a maximum of 10 minutes in length, which will leave time for audience participation. Because your audience will have the opportunity to ask questions at the end of your presentation, it is a good idea to think about the types of questions you may be asked and prepare for them.

How many slides should my presentation have?

The general rule of thumb, for a presentation where you will be "speaking to the slide" is that you should have no more than 1 slide per minute. Therefore, for a 10-minute presentation, you should have **no more than** 10 slides (including the title slide and end slide).

Ensure you download the PowerPoint template, which is located on the Research Conference website.

How should my PowerPoint slides look?

It is important to consider the environment in which people will be viewing your slides.

Therefore, keep slides clean and simple. Use the Federation University approved PowerPoint template (located on the Research Conference website). There are 2 slides: a front title page please ensure you **do not** remove the Federation University logo; the other slide can be altered to suit your presentation but try to keep the Federation University logo at the bottom of the slide.

Do not read a slide aloud to your audience. They are able to read. Your job is to provide highlights with the slides to give your audience something to think about, and to elaborate on those highlights in your speech.

Pictures, diagrams, flowcharts, or any other graphic representation should be simple and clear to read from a distance. Remembering that the projection surface can make projections appear slightly fuzzy, so the more complex the slide details become, the harder it is for your audience to read the details. Dark images can also be very difficult to see in a slide, often due to the reflective nature of lights or the surface upon which you are projecting.

Should I include gimmicks or props?

Gimmicks can often be difficult to use in a presentation setting. Whilst you do want to entertain rather than bore your audience, too many things to look at, or listen to, can distract them from what you are presenting. They can break your concentration and disrupt the flow of your presentation, as well.

The addition of sound to your presentation is not ideal and preferably should not be included. The venues are not set up with audio capabilities, and therefore you will need to bring your own speakers. It can often be very difficult for the audience to hear clearly any sound bites you may wish to include. Remember too, that once your presentation has been loaded onto the venue computer, you will be required to re-add the sound files, to make them work correctly, and ensure they play at the correct time.

Slide transitions, slide timers and fancy fonts can all add to the overall presentation value of your slides. As long as you are not overdoing it, go for it. Remember, 10 minutes is not very long, so make sure that anything you insert, actually adds value to your presentation, rather than detracting from it. A useful tip to remember is "Less is More" with PowerPoint slides!

Another important tip is - that you do a practice run and time your presentation before submitting it. This will allow you to make the appropriate edits to ensure you stay within your **10-minute time allocation.** Please note:

- o   The Session Chair will introduce you and then start a 10-minute timer

- o   Once the sound of the alarm goes the Session Chair will ask you to stop presenting (going overtime may affect your overall score and feedback)

Above all, remember this is a celebration of YOUR research. This is your opportunity to brag to the world about what you have done and be proud of it!

Important Reminder:

Please ensure you include one of the acknowledgement statements on your PowerPoint presentation:

Acknowledging RTP scholarships:

It is now a requirement that you must acknowledge RTP scholarships, please use one of the following wording:

For HDR candidates in receipt of both an RTP Stipend and RTP Fee-Offset
<Student name> is supported by an Australian Government Research Training Program (RTP) Stipend and RTP Fee-Offset Scholarship through Federation University Australia.

For HDR candidates in receipt of an RTP Fee-Offset Scholarship only
<Student name> is supported by an Australian Government Research Training Program (RTP) Fee-Offset Scholarship through Federation University Australia.

Follow-on page