### GIS in Water Resources

### Guidelines for Term Paper Oral Presentations

#### Presentation guidelines

* You must have your material presented using **Powerpoint** slides.
* If you have animations included in your Powerpoint, make sure that the **additional files** (e.g. .avi) are included with your Powerpoint slides or they won’t be viewable in the classroom. *Trying to make fairly exotic connections to ArcGIS from Powerpoint is difficult in the classroom so it is best to avoid that.*
* Your powerpoint presentation should be in a file named **YourName.pptx** (please use the newer powerpoint 2007 format). I must have your file by **11AM** on the day of your presentation, as given at: <http://www.caee.utexas.edu/prof/maidment/giswr2011/docs/TermProjList.htm> Please post your presentation on your web site and email me the web address, or email me the slide presentation itself, or bring the presentation by my office in ECJ 8.610 on a memory stick. If you put the presentation on your web site, be sure to ask somebody else to view it and make sure that they can access it from an independent computer than your own.
* You will have **9 minutes** for your talk – 8 minutes for the presentation and 1 minute for getting started and answering questions. You must not go over time or you will be cut off
* Don’t spend too much time on the introduction, one or two slides is enough, and then get to the heart of what you want to say
* Think of the **one concept** or image or idea that you want your audience to take away from your talk and arrange all your material around that
* There is not time to say everything important, only what is **most important**
* A **simple slide** can be presented in 30 seconds; a **complex slide** will take at least 1 minute. Don’t have too many slides!
* Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides
* For slides with just words on them
	+ Have a maximum of **five** bulleted points, four is better than five.
	+ For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
	+ Highlight in **color** the one or two key words in each bulleted phrase
* Its ok to be nervous, it means you are focused!
* Its ok for your presentation to be a “progress report” of what you have done so far, and you can indicate what still remains to be done before your paper is completed.
* I will send you by email an evaluation of your presentation and a grade out of 10 points.
* Good luck!!  I’m sure your talk will be great!