

2027 SURC Stony Brook ORAL Presentation Guidelines

Important Guidelines for Submitting to SURC

- For students co-presenting (maximum of 2 presenters), **only one person** should submit the project for consideration. All other collaborators on the research project who are not presenting should be listed clearly on your poster or presentation.
- **Each oral presentation is limited to a maximum of two presenters.**
- Co-presenters must be undergraduate students who will attend the conference and participate in the presentation.
- Students may present their research as either oral or poster presentations at the conference, depending on their own preferences or those of their mentor. The same project may not be presented as both oral and poster format.

Oral Presentation Guidelines

Presenters for oral presentations will have **8-10 minutes to present** their research or creative work followed by a 3–5 minute Q&A session (15 minutes total). Session moderators will strictly enforce this timeline. As presenters reach the presentation time limit, room moderators will provide alerts and indicate when the time is up. Presenters will share a brief overview of their research or creative work with conference attendees and engage in further conversation with those who stop by.

Preparing Your Slides/Visuals

- Microsoft PowerPoint, Canva, and Google Slides are commonly used programs for designing research talks and other oral presentations.
- If you choose to use slides, they should be informative and graphically appealing with minimal wording.
 - Use included accessibility checker to ensure images have alt text, and slides have appropriate headers.
 - Utilize [these resources for presentation best practices](#)
- The presentation title slide should include the presenter's name, co-authors, academic program, home university, faculty advisor(s), funding sources (if applicable), and project title.
- You are strongly encouraged to work on drafts of the presentation with your faculty advisor
- You must get the approval of your mentor on both the abstract and content **before** presenting. Plan ahead. Ask your faculty mentor/advisor to review your talk BEFORE you submit to our folder to avoid errors, misrepresentation of the work, and/or intellectual property concerns.
- Good rule of thumb is 1 slide = 1 minute of presentation
- The use of AI tools (for language editing, data analysis or content generation) for abstract submission and conference presentation should be described and disclosed. Authors are responsible for all submitted content, including the accuracy of any AI-generated material.

Preparing Your Presentation

- Prepare to complete your oral presentation/performance within the 8-10 minutes time frame, plus 3-5 minutes for Q&A.
- Practice your presentation so it is concise, clear, evidenced, and effectively delivered; ask peers and/or faculty advisor(s) for feedback.
- Practice Q&A with your advisor to anticipate and prepare for questions you may receive.
- Seek editorial assistance and a practice audience from peers, graduate student mentors, and/or faculty advisor(s).

Day of the Conference

- You will get directions on how to submit your presentation to our room moderator prior to the session, and it will be loaded to the screen for you.
- It's recommended to bring your own fully charged laptop/tablet and relevant adaptors and/or a thumb drive/online version as a backup
- Check the program to confirm your presentation time and location, and plan on arriving ~15 minutes early to check your slides and familiarize yourself with the location.
- Volunteers and signs will direct you to your specific location.
- Present yourself well: dress business casual or business professional; wear your conference provided name tag; turn off your cell phone.
- Be prepared to network! Consider bringing business cards, resumes, or contact info to distribute to people interested in your work, which would include your name, home university, academic program, email and/or phone number, title of your project. A QR code could be an option to include links to an online version to your contact info, resume, etc.
- Be prepared to learn! This is an excellent opportunity to share your hard work and look forward to respectful questions and constructive feedback.
- Have fun and enjoy the experience!

If you have questions, please contact SURC@suny.edu