

B. Prezi/Powerpoint Presentations

Self-Administered Form

Pursuant to QMS ISO 9001:2008

View your slides. Then write **YES** in the First Column (BEFORE) if you have complied with the tasks and write **NO** if you have not.

PART 1. Assessment of International Powerpoint/Prezi Standards

COMPLIANCE	SLIDE NUMBERS & INDICATORS	
A. CONTENT		
	<u>Slide 1</u> 1. Symbols	<ul style="list-style-type: none"> ● Flag of country ● Logo of University/Agency selected by the presenter
	2. Photo of the presenter	<ul style="list-style-type: none"> ● Taken by a professional photographer with good light and with make-up enhancer ● Close-up, colored ● Enhanced on Photoshop to remove impurities of the face ● Subject in recognizable formal attire ● Indicate ORCID number
	3. Placement of photo and symbols	<ul style="list-style-type: none"> ● Order (from L-R): photo, logo, flag country.
	<u>Slide 2</u> iconic images	<ul style="list-style-type: none"> ● GPS coordinates for location of country; university images
	<u>Slide 3</u> Introduction to your lecture 1. Title	<ul style="list-style-type: none"> ● 12-15 words ● With international perspective that identifies the country or region of the study sites ● Place may be waived for other disciplines
	2. Contact Information	<ul style="list-style-type: none"> ● Name of author/co –authors ● Agencies ● Webmail/ email ● Position ● Funding agency(ies)
	<u>Slide 4</u> 1. Background	<ul style="list-style-type: none"> ● Compelling reasons for conducting the study

	2. Objectives	<ul style="list-style-type: none"> ● Limited to 3-4 objectives
	<u>Slide 5</u> Framework	<ul style="list-style-type: none"> ● Framework/Theoretical underpinnings
	<u>Slides 6 & 7</u> Methods	<ul style="list-style-type: none"> ● In diagram or bullet form
	<u>Slides 8 - 17</u> Results and Discussion	<ul style="list-style-type: none"> ● In bullet form, answer each objective of the study ● Support with images if applicable ● DO NOT present Tables with many numerical data ● Select the most important numeric data with significant results only ● Translate scientific data into easy visuals ● In bullet form, cite the literature (author's name and year) that supports your results, if applicable, to show similarities or differences, meaning and implication.
	<u>Slides 18-19</u> Conclusions	<ul style="list-style-type: none"> ● State conclusions (which generated theory if applicable) ● Conclusions should be based on your findings that the scientific community represented by those in the audience should remember
	<u>Slides 20</u> Recommendations	<ul style="list-style-type: none"> ● State recommendations, if applicable, with wider application
	<u>Slide 21</u> Impact /Outcomes of the study	<ul style="list-style-type: none"> ● State the laws, ordinances, policies that were triggered by your study; new systems and processes and processes generated as a result of your study ● Utilization of study by stakeholders ● Publication of the research
	<u>Slide 22</u> Bibliographic entries	<ul style="list-style-type: none"> ● Flash them; DO NOT read each ● Show screenshot of your mendeley or endnote account as basis for your references. ● DO NOT include unpublished sources like thesis or dissertation ● Print only sources; go for online sources ● Give bibliographic entry of the publication (if Paper was published already)

YES/NO	INDICATORS
B. APPEARANCE	
	<p>1. Appropriateness of Font Size and Type</p> <ul style="list-style-type: none"> • Size: 20 point (minimum) for texts and 32 point (minimum) for titles • Type: San serif like Arial because in the projection process, letters lose some of their sharpness. • Avoid ALL CAPS; these give the audience a message that you are shouting • Bullet form/outline format (Elaborate in your presentation) • Observe "7-7 Rule: 7 lines per slide, 7 words per line
	<p>2. Use of Contrasting Colors for Background and Texts</p> <ul style="list-style-type: none"> • Background – light; Texts – dark • Background – dark ; Texts – light • Background is simple; not busy
	<p>3. Appropriate Use of Animation</p> <ul style="list-style-type: none"> • Animation enhances the presentation (not a distraction) • Good combination of words, graphics and picture

C. Oral Research Presentation Standards

There shall be two modes of research presentations: oral and virtual presentations.

C.1. Oral Research Presentations (see table)

C.2. Virtual Presentations

1. Write everything you want to say and limit your time (20 minutes) and utilize the suggested number of slides (22) and content in the Quality Assurance Form for PowerPoint/Prezi presentations. Approach your speech by section. Your slides can be more or less depending on your decision as long as you do not exceed the time limitation.
2. Perfectly synchronize your slides with your written speech. Number your slides. Indicate in what word you will show the slide so that you can have perfect timing. Make notes in what word or phrase you will need to emphasize, be aware of the audience and make everyone feel you have connected personally. In 20 minutes, you should be able to connect to each section of your audience.

Study the sections of your audience:

Back :	Left	Center	Right
Middle:	Left	Center	Right
Front:	Left	Center	Right

YOU

3. Rehearse each section of your speech to hit precisely your time allocation and slide synchronization. Use your own laser pointer. Study your phrasing, pace and tempo.

4. When you are ready, get a microphone, use the LCD, rehearse and check your time.
5. Rehearse to memorize your piece. Treat it like your speech to the UNITED NATIONS GENERAL ASSEMBLY with YOU as the Head of State. This is to sink into your consciousness your global importance and the influence your speech has on the world events.
6. Prepare your total package that projects your being a scientist.
7. Take full advantage of dress rehearsals. Test your speech with a live audience. Ask them to give you feedback and suggestions.
8. Redesign your presentation based on the inputs.
9. Visualize the event. Trace the hotel in the Internet. View the gallery (pictures).
10. Use standard English as the medium of oral presentation.

FOR VIRTUAL PRESENTATIONS

1. Submit a full paper to qualify for the Best Research Award.
2. Prepare a video presentation of your research for 10 minutes. Show the participants in the beginning, middle and the end of your presentation.
3. Upload the file in youtube bearing the title of the conference, name of presenter and university.
4. Be prepared for the open forum via Skype.

FRAMEWORK FOR SUCCESSFUL ORAL RESEARCH PRESENTATION

- A. **Mastery.** The moment the researcher speaks to the audience, he/she has become an ambassador of the university/agency and the country of affiliation. This is why the logo of the university and the flag of country are shown in the Book of Abstracts. International projection of the scientific civilization of the institution and nation represented will be judged by the 20-minute performance of the presenter. A good amount of money, travel time, effort and risk go into the presentation. Therefore, this 20-minute performance must be memorized to the point of mastery, precise, information-intensive, and high impact. Extemporaneous or on the spot explanation of data is not recommended since this is tragically a waste of time and dependent on the confluence of factors at the

moment of speaking. Ambassadors prepare everything they say without leaving a chance for error.

B. **Speech Organization.** A scientific paper cannot be delivered as a “copy paste” of a journal article. That is the surest way to kill an audience. A scientific article is meant to be read; not spoken. Therefore, a scientific paper has to be translated in style from print to oral communication. We have prescribed your speech organization in the quality assurance for PowerPoint presentations. Your speech has the following sections:

1. **Self introduction.** Your name, position, university, country, continent. Show your country flag, GPS coordinates for location, important features (iconic images); your university (iconic images); your nature of work related to research.
2. **Introduction of your lecture.** Title, co-authors, agencies, compelling reasons why you conducted the study, objectives, framework, theoretical underpinnings.
3. **Your methods.** Describe your methods.
4. **Your Discovery (results and discussion).** Briefly answer each study objective supported by data/evidence, author citation to show similarities or differences, meaning and implication.
5. **Your judgment (conclusions) on your findings that the world scientific community needs to remember.** This is your contribution to new knowledge.
6. **Your recommendations.** (optional). Only when you recommend something that has application or relevance to a wider audience.
7. **Impact/Outcomes of the study.** Show the bibliographic entry of your paper if it has been published already; the laws, ordinances, policies that were triggered by your study; new systems and processes generated as a result of your study; utilization of study by stakeholders, inclusion of your study in the course syllabus.
8. **Insights and personal journey.** What did you learn from the conduct of the study that has moved or affected you? Your personal equity and sacrifices for the completion of the study? We find this part very important to connect to your audience.

9. **References.** Include a list of references.
 10. **Your closing statement to end your talk.** Appreciate the audience. Following the rules of Toastmasters International, do not thank the audience for they should thank you for the service that is rendered through their applause, nodding of the head, warm smile and if deserved – a standing ovation.
- C. **Audience Intimacy.** Scientists inspire people by their revelations of truths recently observed. How a presenter connects to the audience and positively affects them is the hallmark of audience intimacy.
- D. **Personality.** Look like a credible scientist.
- E. **Time Precision and Visuals.** The speech is finished in 20 minutes only; visuals re-enforce ideas.
- F. **Dress Code.** Appropriate dress code for scientist should be observed.

Summary of Time and Slides Allocation	Suggested No. of minutes	Suggested No. of slides
1. Self-introduction	2	2
2. Introduction to your lecture	2	3
3. Methods	2	2
4. Discovery (Results and discussion)	5	10
5. Judgment (Conclusions)	2	2
6. Recommendations	1	1
7. References	1	1
8. Impact / Outcomes of study	2	1
9. Insights from Personal Journey	2	0
10. Closing Statement	1	<u>0</u>
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TOTAL	20	Min 22 Max 25

Summary of Criteria for Oral Presentation