



**WAYNE STATE  
UNIVERSITY**

**Undergraduate Research Opportunities Program**

**Warrior Scholars: The Wayne  
State University Conference for  
Undergraduate Research and  
Creative Work**

Friday March 29, 2024

# **Preliminary** Conference Schedule

**MAY BE ALTERED DEPENDING ON THE FINAL NUMBER OF PRESENTERS**

- **8:00 – Student Registration / Poster Set-Up / Oral Presentation Practice**
  - South lobby of the Student Center Building
- **9:00-10:30 – Poster Presentation Session**
- **10:30-10:45 – Break**
- **10:45-11:45 – Oral Sessions**
- **11:45-12:00 – Break**
- **12:00 – Lunch / Award Ceremony**

# Set Up

- Oral presenters using media should have their files available in multiple locations (USB drive, CD, accessible via email) just in case.
- Poster presenters will be given an easel location and binder clips to attach their poster to the 36" x 48" UROP provided poster board.

# Expectations

- Dress at least business casual
- Attend the entire conference
- Attend other presentations
- Behave Professionally
- Be Punctual
- Be prepared to answer questions

# Poster Presentations

- A 48" x 36" Foam core poster board and an easel will be provided.
- Prepare a short 2–3 minute presentation for people who stop by your poster.
- You are expected to be at your poster during the entire poster session to answer questions from the public as well as the judges.
- Poster templates
  - WSU Generic  
<https://guides.lib.wayne.edu/posters/templates>
  - School of Medicine  
<https://medcom.med.wayne.edu/downloads>
- Poster Printing (not covered by UROP)
  - <https://guides.lib.wayne.edu/posters/printing>
  - FedEx Office on Anthony Wayne Drive

# Oral Presentations

- A/V Provided:
  1. Computer with MS Office
  2. Projector
  3. Wireless Internet Access
- Any other A/V needs – Email [morr@wayne.edu](mailto:morr@wayne.edu)
- Presentations should be between 12 – 15 minutes with 2–3 minutes for questions afterwards.
- Prepare for questions

# Preparing Your Oral Presentation

- Know the needs of your audience! Who are they? What do they want to know?
- Limit jargon.
- Follow a logical progression:
  - Introduction/Significance
  - Research Question/Hypotheses
  - Methods
  - Results
  - Discussion/Conclusions
  - Thank those who supported you, including UROP if you received an Undergraduate Research and Creative Project Award

# Preparing Your Presentation

- Ensure your speech will captivate the audience and be worth their time. Think “Why is this study so important?” Then convey that to the audience.
- Know your material thoroughly!
- PRACTICE, PRACTICE, PRACTICE!
- Time your presentation to make sure you are within the limit AND allowing for questions!
- Time yourself during the actual presentation.
- Make sure it is not a rushed delivery.



# Preparing Your Oral Presentation

- It is ok to make notecards, but only to highlight talking points that you can expand on as you speak. DO NOT read from your notes for an extended length of time or you will lose the audience!
- PowerPoint slides can also serve this purpose and are great for displaying results charts and other visual aids!
- Keep PowerPoint layout simple and use BIG TEXT

# Preparing Your Oral Presentation

- Know your strong and weak points, and you should emphasize the strong points during your presentation.
- The audience does not expect you to be perfect nor do they want you to fail!

# During Your Presentation

- Dress appropriately and present your desired image to the audience.
- Be pleasant, enthusiastic, and confident.
- Try to appear relaxed, even if you feel you aren't.
- Introduce yourself (no more than 30 seconds).  
Where are you from?
- Establish rapport with the audience, perhaps making them laugh to break the ice.
- Speak to the person farthest from you to make sure your voice is loud enough.

# During Your Presentation

- DO NOT RUSH! No one likes a rushed delivery!
- Allow time for the audience to reflect and think and for you to “breathe.” Stick to main points as needed.
- Avoid fillers (umm, like, uh) and fidgeting.
- Body language is important. Standing and perhaps even moving around a bit using appropriate hand gestures is preferable to sitting down or standing with head down.

# During Your Presentation

- Maintain sincere eye contact, focusing on one person for 2-3 seconds before moving to the next. This helps the audience feel involved.
- Leave time for questions!
- Overall, just speak, listen, respond, adjust, adapt! Change your strategy if needed. If you become short on time, know ahead what can be left out. If you have extra time, know what can be added.
- Have contact information available!

Questions?

Email [morr@wayne.edu](mailto:morr@wayne.edu)