

Video Presentation Tips

OFFICE OF UNDERGRADUATE RESEARCH & FELLOWSHIPS





FIRST THINGS FIRST . . .

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... IT'S TOTALLY NORMAL
TO FEEL NERVOUS!

but it doesn't have to be nerve-wracking. :-)

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BEFORE YOU BEGIN . . .

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AUDIENCE

You'll be presenting to a range of peers + faculty; some people may not be familiar with your topic.

OBJECTIVE

What do you hope people walk away with at the end of your presentation? What are they key takeaways? Do you want them to take action?

Clarify

PRESENTATION COMPONENTS



- **Name, Year, Major** (ex: Hello! I'm _____, a sophomore at Simmons University studying Biochemistry.)
- **Presentation Title or Topic** (Today I'll be presenting . . .)
- **Acknowledgements** (Faculty Mentor, Co-Contributors, Sponsoring Organizations)

Introduction

<1 min

WHAT IS THE ARGUMENT?

- State your project argument / thesis
- State your project objectives

WHY DOES IT MATTER?

- Tell us why we should care
- In other words, what is the potential impact?

Project Scope

1 - 2 mins

WHAT WAS YOUR PROCESS?

- Design Process
- Research Methods (i.e. participant observation, focus studies, feasibility studies, interviews, experiments, data analysis, mixed methods)
- Materials Used
- Preliminary Findings

VISUAL AIDS

This is typically the part of your presentation where visual aids might be most helpful.

Process

4 - 6 mins

- What were the project outcomes?
- Key takeaways
- Reiteration of argument and impact statement
- Action Items (i.e. direct audience to website, etc.)
- Slide with your contact information

Conclusion

1 - 2 mins

VISUAL ELEMENTS





VISUAL AIDS

Create a slideshow.

Compile any relevant visual objects that might serve your presentation: charts, graphics, photos, illustrations, quick facts.

Recommended Tips: [HubSpot's "How to Make a Good PowerPoint Presentation" \(YouTube\)](#)





1. Make sure your font can be easily read on a screen.





**2. Limit number of bullet points or text per slide.
Sometimes just one or two bullets is fine!**





3. Alternate text slides with images, charts, or graphics, to make it more visually appealing.

(Using the same rule of thumb: one or two images per slide.)





4. Use high-quality graphics only (no blurry images!)





5. Be mindful of intellectual copyright laws.
Cite sources whenever appropriate.





6. If incorporating music, use non-copyrighted tracks.

(YouTube only allows up to 10 seconds of copyrighted music or media.)



PERFORMANCE TIPS





Practice

Practice out loud. Time yourself.

Practice delivering your presentation out loud, either alone or with a friend who may provide constructive feedback. Repetition of key points can help you to feel more confident in your delivery!





Speak Clearly

Speak clearly and at a natural pace.

Don't mumble or rush through your speech!
Remember to pause between sentences.
Project your voice into the microphone (or "the people in the back of the room").





Make Eye Contact

Make eye contact with audience.

Even if you are using a script, look into the camera every now and then to "make eye contact" with your audience.

Remember that even if you can't see them, you are talking to a real person!





Dress Appropriately

Dress appropriately!

Dress as if you were presenting at an important conference or job interview.

Getting dressed for a presentation can have a huge impact on your state of mind + confidence. Dress in a manner that makes you feel confident and at ease.



TECHNICAL STUFF



LOOM FOR EDUCATION

Recommended for individual presentations. Free, user-friendly, compatible with most operating systems. Screen-sharing capabilities + built-in editing tools. [Register](#) for an account early; verification can take time.

ZOOM


Recommended for group presentations. Free account w/ Simmons.

ADOBE PREMIERE PRO

For tech-savvy people who know what they're doing + need more sophisticated features.


Recording Apps

**Test your camera and microphone
ahead of time.**



Check Your Background.

(Make sure the pile of unwashed clothes are not in the frame!)



Adjust Your Camera Lighting.

Check out [this video](#) by Chris Judd for cheap window lighting tricks.

Reserve the Alden Trust Video Studio to practice + record your video!





Good luck!

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