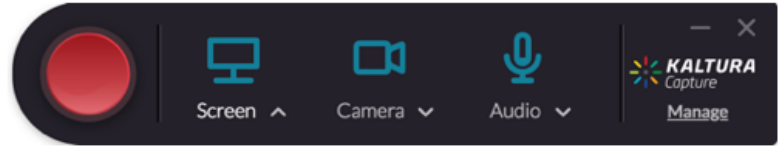


Present your research remotely

Photo by **Christina Morillo** from [Pexels](https://www.pexels.com/photo/young-woman-wearing-headphones-working-laptop/)

These slides are annotated with notes to help you prepare and present your oral presentation for RURS. There are three annotated files in this “series: that help you plan and organize the content for your presentation, prepare effective slides, and present your research remotely. Use the Google Slide Options cog to view the speaker notes in Canvas or open the PDF of notes view.

Plan software



Using cloud-based video storage solutions to avoid emailing/uploading large files

- Kaltura = screen share + webcam (optional) + voice
- Zoom = screen share + face/voice
 - Allows teams to present together (use with permission for RURS)

Using video editing software to combine multiple video segments (not necessary for RURS)

RURS 2020 will use Kaltura Capture

Using cloud-based storage simplifies submitting your video to RURS because it eliminates the need to edit and upload large files. The default submission type for RURS will be uploading a Kaltura video recording. See the RURS instructions for uploading multiple Kaltura videos for team presentations.

If your presentation requires direct interactions between presenters, you may consider recording a Zoom session. Contact rurs@rice.edu for permission to upload a different format. Because teams may upload multiple Kaltura videos, video editing to create a single video file is not necessary.

Set up studio

Camera near eye-level

Camera straight towards you

Straight-backed chair

Clean background



View the camera as the eyes of someone you're speaking to.

Keep the frame relatively tight to avoid a wide view of your background.

Ensure your "studio" is clean and clear of clutter.

Some people prefer to stand when they deliver. Make sure camera is still roughly eye-level.

Deliver in bright light!

Open curtains, turn on lights

Ensure light shines onto your face from front

Reduce or eliminate back-light



Light sources should always be in front of you, not behind you.

Back light often places your face in shadow. It can also produce unwanted white spots on the screen/monitor.

Appear engaged

Look into camera

Use good posture

Gesture to appear dynamic

Wear formal attire, solid colors



Eyes

Make “eye contact” with the camera when you speak. The camera is your audience’s eyes, and they will feel disconnected if you stare at your screen/slides the whole time.

You may find it difficult to sustain eye contact while also advancing slides and referencing portions of slides during your presentation. At least make a point looking at the camera at the beginning or end of your presentation or when you are on one slide for a longer time.

Position

Place feet flat on ground to stabilize yourself.

Shoulders should be level and relaxed, but not slouched.

Keep your chest open and chin level.

Avoid “floating head,” which happens when either the camera is focused too tightly on your face or you lean towards the camera.

Gestures

You may occasionally want to move your arms or hands to gesture. If so, make sure your hands are in view but not in front of your face

Don't fidget with your hands or touch your face

Avoid crossing your arms

Avoid pointing at the slides on your screen (no one can see where you point).

Pointing at the slides is especially problematic because your image may be flipped in the video and actually focus attention on the wrong side! Instead of using hands to point at slides, use animation effects or your cursor to draw attention to the features of slides.

Attire

Avoid clothing with lines and patterns, which cause blurry camera effects.

Speak Assertively

Record your talk in a quiet place

Project voice to back of the room

Strike a natural, conversational tone

Eliminate filler words such as *so, um, and*

Avoid upspeak

Enunciate, especially final consonants of words

Don't read speaker notes

Find a quiet place to record your presentation. Avoid rooms with noisy air handlers or people entering/exiting.

Project your voice even though mic is relatively close.

Speak to camera as if speaking to a person and not at a person.

Upspeak occurs when a person's voice inflects his or her voice up at the end of a sentence. This vocal pattern makes a statement sound like a question. If you are using an external microphone and hear annoying audio "pops" (common with words that start with P), try placing a piece of foam in front of the microphone.

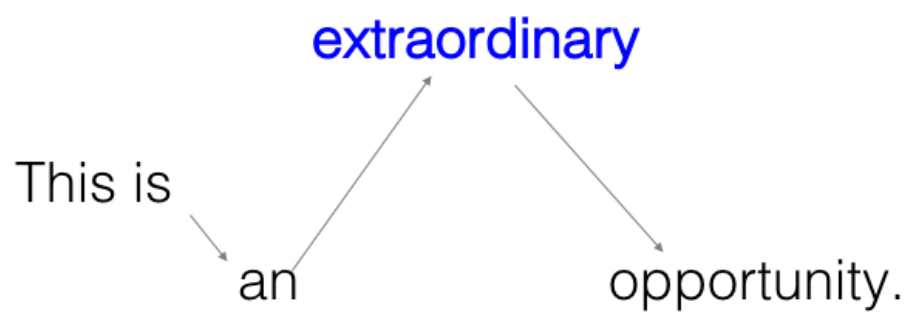
Reading speaker notes not only interferes with eye contact but also sounds unnatural. Usually people who adopt this strategy speak too quickly, which flattens the emphasis on important words and makes it hard for listeners to follow what's being said.

Emphasize what matters most


- Pause to call attention to key points
- Modulate volume by speaking more loudly or quietly
- Use upward or downward inflection to highlight the important words in your sentences.
- Practice
 - Voice the sentences on next few slides
 - Underline important words in your RURS abstract. Record yourself saying them out loud to determine whether the emphasis will be evident to listeners.

You can create emphasis by combining the techniques above.

Practice upward inflection



Practice upward inflection

Better  teamwork is the answer.

The diagram illustrates upward inflection on the word "teamwork". It is written in blue. Two grey arrows originate from the word: one points diagonally up and to the left towards the word "Better", and the other points diagonally down and to the right towards the phrase "is the answer.".

Practice downward inflection

This should have happened.
 ↘ ↗
 never

Practice downward inflection

You have to my trust.
 ↘ ↗
 earn

Practice changes in rate

We G-U-A-R-A-N-T-E-E the quality and performance of this imaging device.

E-V-E-R-Y-B-O-D-Y needs to stay home.

Everybody needs to S-T-A-Y H-O-M-E.

Combine emphasis techniques

I never said you should ask him
for an extension.

Combine emphasis techniques

I never said you should ask him
for an extension.

Combine emphasis techniques

I never said you should ask him
for an extension.

Do a test-run

Launch software and set up recording

Share presentation screen and start presentation mode

Deliver to camera (~30 seconds)

Play video to check lighting, posture, audio, and screen share

Test-run is critical to ensure you sound and appear clearly, and the recording works as expected.

Turn off recording before you exit presentation mode.

Tips for teams

Transition between speakers at logical breaks

Use meta-discourse at the closing and/or opening of segments

Avoid repetition

Organize your presentation as a team and look for logical breaks in the to transitions between speakers. Use meta-discourse to ease the transition. Help the viewer understand how each video relates to the previous one. Are you providing more detail, switching topics, or summarizing?

Remember that the videos will be watched as a sequence. Review what each presenter will say to avoid repeating the same content.

Asynchronous Q&A

Answer 2 (out of 5) questions in 15 minutes

Lead with conclusion

Support key points with evidence / examples

Organize explanation logically

Keep it brief

After submitting your presentation video(s), you will be presented with five questions (similar to a Canvas Quiz). If you are submitting your presentation as a team, only the student who uploaded the presentation videos will have access to the Q&A; however, you may (but are not required to) gather as a team using phone, video conference, or texts to aid in the responses.

Select two of the five questions to answer. Some questions may have more relevance for your project than others, so select questions that help provide more depth, explanation, or interest to your project.

At in-person symposia, you must think on your feet to answer questions from visitors. The time limit for Q&A requires this skill as well.

Lead with the conclusion or main idea and organize evidence / examples in a logical way to support your conclusion.

Example of leading with conclusion

You just presented a few potential strategies, X, Y and Z, to reduce an algorithm's computation time, but you did not indicate which strategy you think is best.

An audience member asks: "Which strategy do you think is the best?"

"Strategy X has advantages such as . . . although it has one slight problem . . . Y has advantages such as . . . , as well as disadvantages like . . . , and Z does not seem feasible because . . .
Therefore, X is the best option."



"X is the best option because . . .
[emphasize how X fulfills primary criteria relative to Y and Z]."



Presenters often talk their way to the answer, as in example on the left.

In most instances, it's better to lead with the conclusion and then provide details, as shown on the right.



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