



35<sup>th</sup> Annual Conference, March 26-28, 2009,  
**EASTERN COMMUNITY COLLEGE SOCIAL SCIENCE ASSOCIATION**  
Northern Virginia Community College, Loudoun Campus,  
1000 Harry Flood Byrd Highway, Sterling, VA 20165-7488

## **Guidelines for Oral Presentations**

**ECCSSA would like to share a few recommendations/guidelines** regarding your presentation. Please understand that our goal is to keep your presentation attractive and keep the audience engaged.

1. It is strongly encouraged that you **do not read directly from your paper** or any written material. In order to keep the discussion lively and interesting for the audience it is best to maintain the presentation in a conversational tone. We do understand that you may have some written information on a flash card or paper that you may want to look at from time to time in order to maintain the flow of the presentation.
2. We recommend that you have some form of **visual aid** like PowerPoint slides to go along with your oral presentation. This will keep your presentation interesting, keep the audience on track, help them retain important information, and even provide you with some talking points and keep the flow of presentation.
3. We recommend you to lay down upfront a **storyboard** of your presentation. A story board will enable the audience to see the development of major ideas in your presentation. If you are using power points, you can have a storyboard slide where you lay down the structure of your presentation.
4. You are encouraged to use any kind of **interactive materials and handouts, including abstracts of your paper or PowerPoint version of handouts**, to keep the audience engaged and for purposes of note taking; if your presentation lends itself to such a format. You may also consider bringing extra copies of your presentation for dissemination.
5. Please maintain **eye contact** with the audience in order to get their trust and use **voice intonations** in order to keep them involved and convey to them the importance of your idea.
6. Finally, please plan your slides and structure of your presentation carefully so that you can adhere to the **time limit** provided to you for your presentation.

Sincerely,  
**ECCSSA Board of Trustees and Conference Planning  
Committee**