



Presentation Guidelines

Duke in Australia 2024

Due Dates

- May 31st, 2024: Choose your topic and email it to Alex for approval.
- June 27th, 2024: Upload your presentations to the Duke Box folder.

Guidelines:

Topic Selection: Choose a specific aspect of Australia that you find intriguing and want to learn more about. It could be animals, plants, geology, history, conservation, climate change, Aboriginal People, modern Australian culture, etc. For example, if you choose an animal group, that animal group should be endemic to Australia (or greater Oceania).

Content and Research: Conduct thorough research on your chosen topic. Gather relevant studies, facts, historical information, and cultural insights that will captivate your audience. Use reputable, primary sources to ensure that your content is accurate and up-to-date. Generally, peer-reviewed scientific studies, government websites and reports, white papers, and news articles are reliable sources. You should not cite blogs, forums, Wikipedia, or other secondary sources – although these might lead you to primary sources.

Visuals: Create a slide deck with a balance of text and engaging images, maps, infographics, or any other relevant media to enhance your presentation. Visuals should be high-quality, visually appealing, and directly support your content. Convey one idea per slide and keep your presentation in the range of 10 - 15 slides total.

Structure and Flow: Divide your content into clear sections and ensure a smooth transition between each topic. Use sign-posting language to guide your audience through the presentation.

Delivery: Speak clearly, confidently, and maintain eye contact with the camera. Practice your presentation beforehand to ensure a smooth delivery. DO NOT rely on a script. It will be obvious if you are reading off the screen. Avoid overuse of filler words, such as “like,” “kind of,” and “umm.”

Time: Your presentation should be 10 minutes, plus or minus 1 minute.

References: Cite at least five sources. Citations should be provided on the last slide of your presentation and denoted with a standardized citation format (e.g., MLA, Chicago, etc.)

How to Record Your Presentation

1. Open the Zoom application on your computer and enter your personal Zoom room. Open your presentation slides.
2. Test your audio and video settings to ensure they are working properly.
3. Locate the meeting controls at the bottom of the screen. Find the "Record" and "Share Screen" buttons.
4. Click on the "Record" button in the Zoom meeting controls. From the drop-down menu, select "Record on this Computer."
5. Promptly share your presentation slides by clicking on the "Share Screen" button in the Zoom meeting controls and selecting the slide deck window.
6. Once your presentation is shared, begin your presentation. Speak clearly into your microphone and maintain eye contact with the webcam for a more engaging delivery. Click through the slides as appropriate.
7. End the recording after you have completed your presentation by clicking on the "Stop Recording" button in the Zoom meeting controls. The recording will be saved to your local computer.
8. Leave the Zoom Meeting by clicking on the "Leave" or "End Meeting" button.
9. Locate the folder on your computer where Zoom saves recorded meetings. Find the recording of your presentation and ensure it plays back correctly. If you are satisfied with the presentation recording, upload it to the Duke Box folder provided by Alex.

Tips: Practice your presentation beforehand, check your equipment and settings, and consider doing a test recording to ensure everything is working smoothly before recording the final 10-minute presentation on Zoom.