

## How to prepare for a presentation at the SCJAS Annual Meeting

- I. Prepare ahead of time as follows:
  1. Fill out the “title page and statement of acceptance” form.
  2. Be sure that your research advisor signs the form.
  3. Prepare (type) an abstract for your presentation (see related instructions on this website).
  4. Mail required number of copies of the form and abstract to Dr. James Privett.
  5. Be certain that verification of your acceptance to present has been received prior to the meeting.
  6. Be sure your presentation does not exceed 10 minutes, plus 2 minutes for questions.
  7. Arrive at the meeting in time to register and find your room.
  8. Dress appropriately. Coat and tie for males, dress or suit for females.
  
- II. When you begin your presentation:
  1. Acknowledge the chairperson.
  2. Introduce yourself and indicate the school you attend.
  3. Announce the title of the paper.
  
- III. History/Hypothesis
  1. Give the pertinent background information on the topic, a brief history and your interest in the subject.
  2. State the hypothesis to be tested.
  
- IV. Methodology
  1. State your experimental design, including any modification of previous design, including information on replicates and controls.
  2. Indicate any special apparatus utilized.
  3. Indicate statistical analysis used on data.
  
- V. Results
  1. Use visual aid materials, which might include tables, figures, and graphs.
  2. Make sure your audience clearly understands the data that you’ve gathered.
  
- VI. Conclusion
  1. State clearly whether data supports or rejects your hypothesis
  2. Follow with new questions and further research ideas.
  3. Finish with a strong closing statement, making it clear that your presentation has ended.
  4. Inquire whether there are any questions.
  5. Answer questions briefly, but directly. Don’t make excuses.
  6. Acknowledge suggestions.
  7. Say thank you, and step aside quickly so the next presenter may begin.