Helpful Instructions for Conference Presentations

For those of you who are presenting an oral presentation:

Oral presentations are limited to 10 minutes. PowerPoint is the preferred presentation format and will be available on all computers in the oral session rooms. However, you may certainly present without the use of PowerPoint if you would prefer to not use any sort of slides.

Some important rules to remember when you are preparing for your presentation:

1) Do not cover slides with a lot of text, but focus on key information
2) Do not read slides to your audience. Use your own words to elaborate upon the material.
3) Do not overwhelm us with slides.
4) Use visuals/graphics...not only are they eye-catching, but they are a great point upon which you can elaborate and explain your points. Be sure, however, to describe what you are showing...don’t just skip over it!
5) Don’t just focus on how you decided to do this research, but focus on what you’ve done (or plan to do), the importance of the study, how you did the study, what results you’ve found, etc.
6) A typical organization for a talk will include:
   - Title with your name and your mentor’s name
   - Introduction (Preview of the topic and talk, the research question that you asked/hypothesis or objective of your study)
   - Methods (how you did your research or explored a particular topic)
   - Findings/Results: tell us what you found and what results you obtained
   - Discussion: What do the results mean? How are they important? What additional questions have presented themselves?
   - Conclusion: Review of your presentation and provide some form of closing statement.
7) Be sure to practice, practice, practice!!! Practicing will allow you to establish how long it will take you to present your material and will also allow for you to develop confidence in your presentation abilities!

We ask that you plan to attend the entire session for which you are scheduled and to arrive at least 15-20 minutes early to upload your presentation to the computer. Please bring your presentation on a flash drive for easy transfer of your presentation to the computer in the room. A moderator will be in the room to assist you and will keep track of the time for your talk. You will be given time notifications throughout your talk to let you know how much time is remaining. Please be respectful of the time limitations.
Helpful Instructions for Conference Presentations

For those of you who are presenting a poster presentation:

Your poster presentation session is one hour long and you are required to be at your poster during the time for which you are scheduled. If you have them, please let your co-presenters know what time your presentation. Your poster should be no larger than 36 inches in height and 48 inches in width. You may hang your poster on the provided poster board and easel at the beginning of the session. For example, those posters that are presented between 9:30-10:30 a.m., you may hang your poster as early as 9:00 a.m. For those of you presenting your posters during the 11:00 to 12:00 p.m. session, you may hang your poster as early as 10:30 a.m.

Some important information to remember as you are preparing your poster:

1) Do not cover poster with a lot of text, but focus on key information
2) Do not read your poster to your audience. Use your own words to elaborate upon the material.
3) Do not stand by your poster without engaging with others. Invite people to your poster!
4) Use visuals/graphics...not only are they eye-catching, but they are a great point upon which you can elaborate and explain your points. Be sure, however, to describe what you are showing...don’t just skip over it!
5) Don’t just focus on how you decided to do this research, but focus on what you’ve done (or plan to do), the importance of the study, how you did the study, what results you’ve found, etc.
6) A typical organization for a poster will include:
   - Title
   - Abstract
   - Introduction (Background information regarding your research, the research question that you asked/hypothesis or objective of your study)
   - Methods (how you did your research or explored a particular topic)
   - Findings/Results: tell us what you found and what results you obtained
   - Discussion: What do the results mean? How are they important? What additional questions have presented themselves?
   - Conclusion/Summary
7) Be sure to practice, practice, practice!!! Practicing will allow you to establish how long it will take you to present your material and will also allow for you to develop confidence in your presentation abilities!

In any presentation, be sure to have fun!!! Keep in mind that you may certainly invite family and friends to your presentations. We look forward to seeing you at the conference!