

2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference

Presentation Guidelines and Expectations

This document provides general guidelines to assist students in preparing presentation materials for the conference. Students are **STRONGLY** encouraged to work with their faculty/research advisor in preparing presentations. Dress code for the event is business or business casual. It is hoped that you will participate in the full day of events to maximize the benefits gained from a conference experience and to support your fellow researchers.

If you have any questions about the format or other requirements for presenting your research, please contact Keri Swaby (email: kswaby@vt.edu).

POSTER PRESENTATIONS

By default, all presentations will be in poster format.

- ✓ Posters should not exceed 30" in height x 40" in width s. Standing display boards and mounting tacks will be provided at the conference.
 - ✓ You should plan to arrive at your assigned presentation session *AT LEAST* 15 minutes before it starts in order to hang up your poster. At the end of your session, you will remove your poster.
 - ✓ You will remain with your poster for the duration of your session, which will typically be 1-hour in length.
 - ✓ All posters should have a professional appearance and should include color, graphics, photographs, and/or other visually stimulating aids.
 - ✓ Minimize text. Try to use one line of text to highlight each major point.
 - ✓ Use simple fonts that can be read easily and from a distance. Font size should be no less than 18 point. Posters should be readable from two or three feet away, so the larger the font, the better. Standard recommended sizes range from 24-60 point bold.
 - ✓ Pay close attention to the organization of your poster. Information should follow a logical order and should guide viewers through your research activity. Basic contents typically include: title; researcher's name(s); university and major; thesis or hypothesis statement; purpose/significance of study; data collection method; analysis, and; if appropriate, results/findings.
 - ✓ Tips for creating effective posters can be found on our website:
<https://www.research.undergraduate.vt.edu/our-services/poster-printing/poster-tips.html>
 - ✓ Please ask your faculty mentor to print your poster. Other poster printing options:
<https://www.research.undergraduate.vt.edu/our-services/poster-printing/printing-oprions.html>
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DIGITAL POSTERS

The digital poster format is reserved for those students presenting their work in an interactive, digital way, such as the digital humanities. Digital poster slots are limited and will not be awarded to students exhibiting a static poster displayed on a computer screen. Those posters should be printed. Please bring your presentation on a laptop with an HDMI port. We will provide the screen. If your computer requires a special adapter, please bring it!

ORAL PRESENTATIONS

- ✓ Limited to 15 minutes total. This includes presentation time and a question/answer period. Students should plan to present from 10-12 minutes, leaving 3-5 minutes to engage in discussion.
 - ✓ There will be a computer and projector available in the presentation room. Students should bring their presentation to their session on a usb drive. Generally, ppt or pdf is best. You must arrive at your session **AT LEAST 15 minutes before your SESSION** (not your presentation) is scheduled to begin in order to upload your presentation and to ensure that all AV equipment is properly functioning.
 - ✓ It is uncertain if there will be internet access in the presentation room, so it is best to embed any multimedia content directly into the presentation and NOT to rely on accessing online content.
 - ✓ Presentations should follow a logical order and guide the audience through your experiential process. Content should include an introduction; purpose; relevant conceptual/theoretical background (if any); brief overview of methodology; results/findings (if applicable), and information about what was gained from this experience and/or future directions for the project.
 - ✓ Practice, practice, practice! Go through your presentation several times prior to the day of the conference.
 - ✓ Additional information regarding preparing slides may be obtained at:
<http://writing.engr.psu.edu/slides.html>.
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PANEL/ROUND TABLE DISCUSSIONS

Panel discussions can be offered in a wide variety of forms, depending on the nature of your topic and number of people comprising your panel. Panels will be scheduled for 30 minutes and should be facilitated by a faculty member or graduate/senior student familiar with your topic (you will need to provide your own moderator for your panel).

For example, a panel discussion might follow this flow:

- Introduction of panelists and opening question/reflections (as lead by facilitator): 5 min

- Questions of Panel by Facilitator: 10-15 min
- Questions of Panel by Attendees: 5-10 min
- Closing Remarks/Reflections: 2-5 min