

2017 Dennis Dean Undergraduate Research and Creative Scholarship Conference Presentation Guidelines

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

POSTER PRESENTATIONS

- ✓ Should be 32" x 40" in size. Standing display boards and mounting tacks will be provided at the conference.
 - ✓ You should plan to arrive at your assigned 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.
 - ✓ 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.
 - ✓ Additional information regarding preparing posters may be obtained at: <http://writing.engr.psu.edu/posters.html>.
 - ✓ Tips on creating effective posters, including a template, and resources for printing posters can be found on our website: <http://research.undergraduate.vt.edu/Students/OURPosterPrinting.html>
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INSTALLATIONS

Art work, fashion, models, and any other items best suited to be left on display will be installed in the Wallace Hall gallery. Students selected to display their work in this format should plan to hang their work on Friday, February 17 between 10am and 3pm. Please contact Keri Swaby (email: kswaby@vt.edu) if you require any special accommodations. Items will remain on display from February 20 - 23 and must be removed on Friday, February 24 between 10am and 5pm. Visitors may view the pieces during regular gallery hours of 9am – 5pm daily. A scholars' meet and greet reception will be held on Thursday, February 23, from 4-6pm in the lower

atrium lobby. This is your opportunity to discuss your work with faculty, students and community members. You are asked to be on site by 3:30pm.

ORAL PRESENTATIONS

- ✓ Limited to 15 minutes. 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 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 research/creative scholarship 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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PERFORMANCES

Performances will be showcased on Monday, February 20 in Alumni Hall at the Inn at VT and Skelton Conference Center. As soon as your performance is accepted to the conference, we will contact you to discuss any special requirements for your presentation. About two weeks before your performance the production manager will contact you to reconfirm. Presentation time slots are no more than 15 minutes. If you have any questions or special requests for your performance, please contact Keri Swaby (email: kswaby@vt.edu).
