

## 2017 VT Summer Research Symposium 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 expected that you will participate in the full day of events to maximize the benefits gained from a full 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](mailto:kswaby@vt.edu)) or Melissa Ripepi ([mblythe@vt.edu](mailto:mblythe@vt.edu)).

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### POSTER PRESENTATIONS

All presentations will be in poster format, with the exception of those selected to give oral presentations.

- ✓ Posters should be 32" x 40" in size (either orientation). 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.
  - ✓ 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>
  - ✓ Please ask your faculty mentor to print your poster. Other poster printing options are listed here: <http://research.undergraduate.vt.edu/students/OURPosterPrinting.html>
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## ORAL PRESENTATIONS

Each organized summer research program will nominate one presenter/group to represent the program in a showcase oral session.

- ✓ 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 the showcase oral 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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