Virginia State University

Annual Undergraduate Research Conference

Guidelines for Oral and Poster Presentations

<u>Oral Presentation Guidelines</u>

1. Oral presentations are scheduled for a total of 20 minutes of which 15 minutes is allocated for the presentation and 5 minutes for question and answer.   The session chairman shall arrange a timing system, with the following characteristics:
   a) A signal will be given at the beginning of the oral presentation
   b) A warning signal will be given at the end of thirteen (13) minutes.

2. Presenters <u>must</u> be at their presentation venue 15 minutes before their presentation time.

3. Presenters will set up their oral presentation in the time allotted before the session.

4. Students will be assigned a specific time slot for their oral presentation. Students will forfeit their opportunity to present their research if they are more than 5 minutes late for their presentation.

5. Rooms will be equipped with laptops for Power Point presentations. Please bring your oral presentations on a variety of storage media. Presenters can use USB drives, CDs, and DVDs.

5. **No** transparency projectors will be available.

Papers will be evaluated and judged by three judges using an evaluation rubric.

<u>Oral presentations will be evaluated based on the following</u>:

➢ Quality and relevance of your abstract

➢ Content - the purpose of your research should be included and explain the reason it is scientifically interesting, and tell why you predicted your expected results. You should describe the methods you used in the investigation, and report detailed, quantitative results, which you then interpret in relation to your scientific area and your initial expectations.

➢ Delivery - Flow of presentation should be clear, practiced and effective, with well-designed, legible visuals supporting and illuminating your points.

➢ Appropriate use of technology in the presentation.

➢ Eye contact with the audience.

➢ Students' professional appearance. Students must have appropriate attire.

➢ Adherence to the time limit.

Poster Presentation Guidelines

Poster Dimensions Requirements & Set-Up Procedures

1. Poster size may be no more than **4 feet wide by 4 feet long (or 42" x 42")**. Oversized posters will obscure an adjacent poster and thus be rejected.
   Computer display equipment, sound or projection equipment, or freestanding displays are not permitted.

2. All posters must be set up in **Hunter McDaniel, Room 150** between 10:00 AM – 12:00 Noon, and must remain up until the session ends. Materials must then be removed promptly from the board and your area cleaned up.

3. Presenters are to remain by their poster during their display session, to answer questions and be judged. After your session, you will remove your poster during the designated take-down time, to clear the room.

4. The conference staff will provide push pins and stands with mounting boards; Conference staff will also assist you in locating the assigned position of your poster.

Poster presentation will be evaluated based on the following:

➢ Quality and relevance of your abstract.

➢ Content - the purpose of your research should be included and explain the reason it is scientifically interesting, and tell why you predicted your expected results. You should describe the methods you used in the investigation, and report detailed, quantitative results, which you then interpret in relation to your scientific area and your initial expectations.

➢ Organization and clarity of poster (clear hypothesis; precise explanation of the research)

➢ Delivery - Flow of presentation should be clear, practiced and effective, with well-designed, legible visuals supporting and illuminating your points.

➢ Eye contact and students' ability to respond to questions relative to the research.

➢ Students' professional appearance. Students must have appropriate attire.

Poster Design Suggestions & Tips

1. Allow ample time to prepare your poster. Use a crisp, clean design and a strong title. Do not tell the entire research history. Present only enough data to support your conclusions and show the originality of the work. The best posters display a succinct statement of major conclusions at the beginning, followed by supporting text in later segments and a brief summary at the end.

2. For ease of transport, make poster elements small enough to package and carry.

3. All posters should feature a title, your name, the name of the institution where the research was performed, and should credit others, as appropriate. The title lettering should be about 2" to 3" (5cm to 7.5cm), with subheadings 1/2" to 1" high (1.25 to 2.5 cm). **(Note: <u>For Title</u>: Set your Fonts on: 60 to70 points – Large Font).**

4. All lettering should be legible from about 5 feet away.

5. Text material should be approximately 24 points. (Example)

6. Convert tabular material to graphic display, if possible. Use graphs, charts and/or tables to show results.

7. Use color to add emphasis and clarity.

8. Make illustrations simple and bold. Enlarge photos to show pertinent details clearly.

9. Displayed materials should be self-explanatory, freeing you for discussion.

POSTER LAYOUT
(sample only)

TITLE
Student Name
Mentor/Faculty
School/Department/City/State

Abstract – is a very brief statement of the following:

1) hypotheses or statement about the problem under investigation, 2) statement of the experimental methods used, 3) essential results provided (even if preliminary), and 4) a conclusion.

Materials and Methods

Results

Conclusions

Introduction/Background

Acknowledgements (if any)