

# Symposium Presentation Guidelines

The 2003 UCI Undergraduate Research Symposium will take place on May 10 at the UCI Student Center from 8 a.m. to 5:30 p.m. Students will be expected to present through oral and/or poster presentations. Here are some tips to help you prepare for the day.

**W**HETHER YOU ARE PRESENTING ORALLY or through a poster, or both, keep in mind these tips. Additional guidelines are also included for each format separately.

- Establish early a clear and unifying point that you want to make.
- Explain the applicability of your research.
- When presenting your information, be sensitive to those outside your discipline.
- Make sure to include or discuss the following sections: Abstract, Introduction, Methods, Results, Discussion, Conclusion, References, and Acknowledgements.
- Make sure that your presentation material is readable, grammatically correct, and has been proofread thoroughly.
- Always acknowledge your sponsors and mentors. Provide also credit for text, graphs, etc.
- Cite sources to support your ideas and provide credibility to your findings.
- Be proud of your work, but acknowledge errors. Explain unexpected results and any future research that might be needed.
- Present to friends and family and ask for a critique. Question them about what they learned to see if you were successful in getting your point across.
- Anticipate and think through questions that you might receive for either your oral or poster presentation.
- Bring a pen and pad of paper for notes and to record names and addresses of contacts.
- Always be truthful in presenting your information, and respect your audience.
- In addition to the traditional poster and oral presentations, we also encourage performing/visual arts presentations. This includes music, dance, theater, drawing, painting, photography, sculpture, and video. We will try to schedule performances on stage, or we will have a TV/VCR or tape/CD player available. A table for artwork displays can be requested for the poster session as well.

## ORAL PRESENTATIONS

Please remember that you will be allotted 15 minutes for your presentation followed by a 5-minute question and answer period.

A faculty moderator will be keeping track of your presentation time and may also facilitate in the discussion. A student volunteer will be assigned to each room, as well, to assist you, other presenters, and the faculty moderator.

Please assume that all equipment requested in your application will be provided, unless we contact you to ask that you bring your presentation on a different medium.

### THE ART OF SPEAKING

- Make an outline of your speech to help you organize the ideas. Write notes for your presentation as you would normally talk—not too formal, but not casual either.
- You don't have to memorize your speech; make notecards as guides (number the cards just in case they get mixed up).
- Make eye contact with your audience.
- Speak slowly and project your voice.
- Use the podium and pointer as needed.

## TYPES OF VISUAL AIDS

- ✦ 35mm slides
- ✦ overhead transparencies
- ✦ computer projections
- ✦ videos
- ✦ enlarged charts or figures and posters
- ✦ actual objects for display

In addition to grouping presentations by subject of research, we have also grouped them by equipment requests. If you are doing a PowerPoint presentation, it is recommended that you also bring transparencies of your presentation in case there is a technical problem.

Prepare your visual aids well in advance and make sure they are clear. Use visual aids where appropriate in oral presentations because many people learn better visually, especially if they are not familiar with the subject. Also, people remember more of what they read than what they hear.

Keep words to a minimum on slides, transparencies and other visual aids; make sure they are readable from the back of the room. Words should be large enough to read from several feet away, but don't use all caps. Avoid using light colors for words, such as

yellow or orange. The size of the typeface should be at least 12 point.

Number your visual aids so you always know the order in case they get dropped or misplaced.

If you are using PowerPoint, slides, or transparencies in your presentation, don't linger on one image for more than five minutes. After presenting the image, eliminate or block the projection source so that the audience will focus back on your talk.

If you are using a 35mm slide projector for your presentation, please come to the room in which you are to present a few minutes before the start of your session to load your slides into the carousel.

Consider your purpose in distributing handouts because they might distract your audience. Give handouts prior or during your presentation only if they are necessary for clarity during your talk. Otherwise, provide handouts at the end.

When presenting statistical data, make the importance of it clear. In presenting equations, always define your constants and independent and dependent variables. Your discussion should focus on the relationship between the variables.

Face the audience—don't talk to your screen or notecards. Reiterate major points at the end to conclude.

## POSTER PRESENTATIONS

If you are displaying a poster, you will find out during registration the specific location in the Student Center where you may exhibit your poster. Your poster will be displayed on an easel that will be set up against the walls on the bottom and second floors of the Student Center (you can request a table instead if that better suits your presentation materials).

The posters will be shown throughout the day. Please do not remove your poster until the end of the day's activities. You will need to be present next to your poster to explain and answer any questions about your research between 1 p.m. and 1:50 p.m.

### ELEMENTS OF STYLE

- Don't use more than two fonts. Instead use bold, italic and font size to set type differently. Times New Roman, Arial, and Garamond are suggested typefaces.
- Stick to a color scheme (try a couple that complement or contrast with each other such as black or navy on white). Try mounting text and figures on colored paper, or using some colored font.
- Be consistent with your white space between sections of text, figures and headings; white space should be ample so the poster doesn't look crammed.

## POSTER PRODUCTION

Students can design posters in a computer program and take it to ImageWorks Digital Imaging Center, where technicians can print posters on a large-format ink-jet printer in a variety of sizes. Visit their Website for more information. Please plan early and call them to discuss your needs individually.

School of Biological Sciences  
2112 Natural Sciences 1  
949-824-6414  
<http://imageworks.bio.uci.edu>

Poster presentations must consist of a 3' or 4' (height) by 4' (width) poster board, which may be purchased at a stationery or an art supply store. UROP does not provide poster boards.

Space on a poster is limited, so pick wisely what to present. Your display should be self-explanatory and have a logical flow—others should be able to follow the order even if you are not present. Start with a rough draft of your design on paper, using graph paper or even post-it notes to simulate sections.

Place your title at the top of the poster and make sure that the text is large (usually at least 1 inch in height) and clear. Include your name and major, and the name

of your faculty mentor and his/her department name, in addition to other co-authors.

Incorporate appropriate graphics in your poster. Label or describe any charts, tables, figures, graphs, or photos that you use. Make sure all edges line up evenly.

Before you attach the pieces to your board, edit, review, and spell check them. Be sure to firmly attach all materials to your poster board (spray adhesive, found in art supply stores, works best). All posters **MUST** be complete and ready for presentation upon arrival. Incomplete poster presentations will not be displayed.

During the poster session, stand to the side of your display so that you don't block it. Prepare and practice a three-minute summary speech about your project. This time is an excellent networking possibility so it is important to speak and interact professionally. You will also receive lots of feedback and exposure as well.

## POSTER TYPEFACE SIZES

- ✦ Titles should be at least 1 inch high.
- ✦ The body type for the main sections should be at least 18 point if possible.
- ✦ Words should be large enough to read from several feet away, but don't use all caps.

## Presentation Skills Workshop

*Covering the techniques of making an oral or poster presentation and discuss the schedule of the symposium.*

**Wednesday, April 30, 3-5 p.m.**

## Practice Your Presentation

*Get advice from peers and UROP advisors on your presentation. Also become familiar with equipment and software.*

**Monday, May 5, 3-5 p.m.**

**Tuesday, May 6, 3-5 p.m.**

**Thursday, May 8, 3-5 p.m.**

**Friday, May 9, 3-5 p.m.**

## WHERE??

**Student Services II, Classroom 1010A/B**

## WHAT TO EXPECT ON MAY 10<sup>th</sup>

- Please arrive during Registration/Breakfast (8-8:40 a.m.)
- Poster presenters will be taken to their easel or table by a student volunteer.
- Oral presenters should familiarize themselves with the room and any equipment that will be used in their presentation.

**SYMPOSIUM ETIQUETTE:** The UCI Undergraduate Research Symposium is created as a forum not only to present your achievements as an undergraduate researcher but also as a celebration of community and educational progress. Be a part of this community and support your peers, who have also experienced the trials and successes of the research process, by attending their presentations and learning about the research that they have completed. When you are participating as a presenter or as an audience member for the oral presentations, please demonstrate respect and courtesy for your fellow researchers throughout the entire session. If you must leave at anytime during the sessions, please inform the student room moderators that you will need to leave early, and they will assist you in leaving the session at the end of a presentation and before the next presentation begins.

# Sample Designs for Poster Presentations

Title of Project Name of student(s), Major Faculty mentor(s), Department			
Abstract	Methods	Results	Discussion
Introduction	Figure	Figure	References
			Acknowledgements

Title of Project Name of student(s), Major Faculty mentor(s), Department		
Abstract	Results	Conclusion
Introduction	Figures	References
Methods		Acknowledgements

Graphics	Title of Project Name of student(s), Major Faculty mentor(s), Department	Graphics
Abstract	Results	Conclusion
Background Information	Figure	References
Figure	Figure	Acknowledgments
		Contact Info.