

PRESENTATION INSTRUCTIONS

TO AUTHORS FOR POSTER AND ORAL PRESENTATIONS

Partners in Science Program

revised fall 2009

Presentation Title Information - for the August Conf. Only

Title, Author (high school teacher/presenter), High School, City, State; Co-author (university mentor), Institution, City, State.

Presentation Title and Abstract Information for Poster or Oral Presentations: - for the January Conf. Only

An abstract (one page only, less than 100 words), must be submitted when registering online. for each oral presentation and each poster presentation.

Type in This Order: Title, Author (high school teacher/presenter), High School, City, State; Co-author (university mentor), Institution, City, State. The abstract should be a concise summary of the research or other work to be discussed in the oral presentation or on the poster. A brief description of the experiments and their results would be appropriate.

Presentations: A research presentation should try to capture the essence of the research effort, to detail progress to date, and to convey a picture of the laboratory setting and of the participants in the research. Experience from previous years indicates that classroom spinoff from the partnership is quite substantial. Sharing these ideas and experiences would be appropriate from supplemental grant awardees or other veterans.

Poster Presentation: Panel space is 6' (wide) x 4' (high). Push pins will be provided. Presenters will have assigned times for presenting along with time for viewing other posters and listening to the poster presenters.

Oral Presentation: Each oral presentation is 12 minutes plus an additional 3 minutes for questions. PC (using Windows) and computer projector will be provided. You will need to bring your PowerPoint presentation on a CD or Flash Drive. Equipment will not be available to accommodate ZIP disks. MACs will not be available.

Presentation Tips: Please consider the following as thoughtful suggestions designed to enhance your presentation and the enjoyment and understanding of your audience.

- Content (for both poster and oral presentations from 1st and 2nd year Partners) should flow in a logical sequence and should include: (1) Project Title, Mentor and Teacher Names, and Organization Affiliations; (1A) Abstract (for posters only); (2) Introduction; (3) Process; (4) Results; (5) Interpretations; (6) Further Directions; and (7) Acknowledgments.
- Ask your mentor to review your poster or talk prior to sharing at the conference.

Poster

- Text should be legible at a distance of 3 to 4 feet.
- Keep each section short and precise.
- Use of graphs, charts, tables, figures, pictures, or lists may help to get your points across.

Oral Presentation

- Bring a CD or Flash Drive of your PowerPoint presentation, and it must be compatible with a PC. Laptop computer and computer projector will be available. Equipment will not be available to accommodate ZIP disks or MAC computers.
- You will be talking as your presentation is displayed, so if you want your listeners to pay attention to you, make sure your presentation slides are precise (bulleted items, for example, would be good; one idea per slide is best).
- Remember, presentation slides are visual aids used to convey things which cannot be easily described in words.
- Diagrams, graphs, tables, bullets of key phrases, and lists work well as slides.