# Presentation Guidelines

Virtual Leadership Alliance National Symposium
Presentation Guidelines

## 2022

LEADERSHIP ALLIANCE EXECUTIVE OFFICE
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## JULY 1

- REGISTER FOR THE CONFERENCE
- REGISTER YOUR TITLE
- COORDINATORS MUST APPROVE TITLES

## JULY 15

ABSTRACTS SHOULD BE BETWEEN 100-250 WORDS IN LENGTH. ONLY ONE SUBMISSION PER STUDENT IS ALLOWED, AND ONLY STUDENTS CAN BE THE PRESENTING AUTHORS.

## THE WEEK OF LANS

THE EXECUTIVE OFFICE WILL PROVIDE STUDENTS THE TIME OF THEIR PRESENTATION VIA AN ELECTRONIC PROGRAM GUIDE.

## JULY 30

STUDENT POSTER & ORAL PRESENTATIONS

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## Steps to Participate

For instructions on how to register and submit your presentation information for VLANS, go to:

[https://sites.google.com/brown.edu/coordinators-guide-to-lans/directions-registration?authuser=0](https://sites.google.com/brown.edu/coordinators-guide-to-lans/directions-registration?authuser=0)

Click **HERE** to register for VLANS by **July 1**. The Executive Office will approve the registration. Once approved, you will be able to submit your presentation title (Step 3).

1. Decide with your mentor whether you plan to do an oral or poster presentation. **You can only do one.**

2. Submit your presentation title to **click here.**

3. **Coordinators will need to approve students' presentation titles by July 1.**

4. The Executive Office will email an electronic program guide that will list students' presentation times the week of the conference.

5. Student Poster & Oral Presentations will take place on **Saturday, July 30**.

6. **Click this sentence**: **The Leadership Alliance asks that you read and complete the online recording, video & photo authorization, and release form.**

## Submission Requirements

To submit a presentation application, you must be **Registered and Approved** to attend the symposium. Students who are registered and approved may **apply** for an oral or poster or presentation. You will need to use the e-mail address and password you created when you registered for the conference.

## Symposium Dates and Deadlines

- Register to attend the symposium:  **deadline of July 1**
- Submit presentation application:  **deadline of July 1**
- Submit abstract of your presentation:  **deadline of July 15**
- PowerPoint Upload sessions at the symposium: **July 29**
- Student Posters and Oral Presentations at the symposium:  **July 30**

## Oral Presentations

All academicians, whether they are in the sciences, social sciences, or humanities must make presentations to share their research findings.  Research findings presented at a national meeting as a **10-minute talk** can later form the core of a published article or the seed for an entire book.  Speaking is an essential part of developing as a researcher and is an essential form of professional communication. Several key things to remember in preparing your presentation are outlined in the following pages

At the Virtual Leadership Alliance National Symposium students will have 15 minutes **total** presentation time. We recommend that the student 's presentation last 5-8 minutes, leaving the remaining time for audience questions.

## Leadership Alliance Technical Requirements

For the presentations at the virtual symposium, the following file formats are recommended:

- PowerPoint

- Google Slides

## Online video resources

- [5 Tips for video & virtual meetings | Presentation Skills](#)

- [How to Look Good on Video Calls](#)

## Format

An effective 15-minute presentation includes the following information:

- **Title**: A title that specifically describes what you have done. **Example 1**: "The Effect of Growth Hormone on Bone Development in the Neonatal Rat" is more informative than "Hormone Studies in the Rat." **Example 2**: "An Analysis of the Socio-Historical Context of Protest and Resistance Literature in the Early 20th Century" is more informative than "Protest and Resistance Literature."

  The preferred format for listing titles in the symposium program guide is **first-letter caps**. **Example**: "An Examination of the Effects of Poverty" rather than "A Study of The Effects of Industrialization." Articles, prepositions, and Latin words need not be capitalized, apart from the first word. **Example**: "In vitro Expression of Human Argonaute2 and Mutants."

- **Statement of goals and significance**: A brief background of your research project and its significance for conveying new knowledge within your discipline. What research questions are you asking, and why are you asking them? How are your research questions reflective of your academic disciplinary background and analyses? Are there similar research projects or analyses related to your topic that you are using as a point of reference?

- **Methodology**: A brief description of methods. How is your study designed? What key research method(s) are you using? What disciplinary methods are you using to explore the research questions?

- **Results**: What are your findings? If you have not completed your analysis, what do you expect your results to be, and why? What data have you obtained? If you have not obtained any data, what did you expect your results to be, and why? Have you considered sharing examples of brief case studies that capture what you have discovered?

- **Discussion and future implications**: How have you (or would you) interpret your results? How do (or would) the results answer the initial question that your study was designed to answer? Are there any problems or limitations to discuss? What would you do next and why? In terms of the implications, what are the overall message and big picture contribution of your study?

- **Acknowledgments**: Consult with your mentor concerning the attribution of credit for the research you are reporting. Make a collective decision on the order in which authors' names will be listed. The preferred format for the symposium program guide is to list your faculty mentor as your first co-author.

- If you would like to use the Leadership Alliance logo, click here to download the logo.

## PowerPoint/Google Slides Guidelines

The major guiding concept behind a good PowerPoint/Google Slides presentation is keeping things simple.  To maximize legibility and compatibility, please keep the following stylistic guidelines in mind.

### Fonts

- More ornate fonts are difficult to read and may not be available on the computer used for the presentation.  Please restrict yourself to the following core set of fonts:

  - Arial
  - Avenir
  - Calibri
  - Cambria
  - Geneva
  - Helvetica
  - Symbol (for Greek letters and mathematical symbols)
  - Times
  - Times New Roman

- Use font sizes that are clearly legible. Avoid cramming text onto a slide.  Font sizes for headers should be 24 points, while text can be anywhere from 18-24 points.  Upper- and lower-case lettering is more legible than all capital letters.

## Colors

- Use solid, clear colors.  A dark background with light-colored text and graphics works very well for most presentations.

- Make sure that the colors used in the text and graphics provide sufficient contrast from the background.  For example, a 50% blue is very hard to read against a black background.

- Use your colors to organize the different parts of the slide.  For example, use one color for the slide title and a different color for your slide text.

- Avoid using too many colors on a slide—they will confuse the audience and make the slide harder to read.  For example, bright reds, blues, and/or greens at the same time are extremely difficult to read together.

- Be tasteful in your use of colors.  Do not let them distract your audience from your message!

## Animation, Transitions, Film and Video

- It is okay to include animations, but too many animations of text or slides can be distracting. The recommendation is to only use if it is essential to the research or helps the audience understand better. Make sure you practice and check that animations are appearing correctly and in the order that you want them.

- Do not use too many transitions between slides, as that can interrupt the flow of your presentation.  Like animations, be sure to practice and make sure that the slide transitions are working well.

- **DO NOT INCLUDE FILM AND VIDEO CLIPS** as we cannot guarantee that the formats will work correctly. **Keep in mind if you are not confident about your internet connectivity. Spotty connectivity and buffering video clips may be an additional challenge you may face while presenting online.**

## Images and Graphics

If you import images and graphics into your PowerPoint/Google Slides presentations, this is a friendly reminder to **cite images that are not your own property**; this may be done either on the photo or listed on your citations slide.

Avoid "death by PowerPoint" – visualize your content: We know you've seen it, those text-heavy slides may seem meaningful and informative, but what they do is draw attention from the presenter's verbal content. Replace those wall-of-text slides with images, single key terms or brief phrases that help to drive the content home without distracting from the presentation. You may need more slides to do this successfully and you may need to push through them more quickly than before. Visualize your content to create a more lasting impression. If you need help finding some great images for your presentations check out Pixabay for high-quality, royalty-free images.

## Leadership Alliance Technical Requirements

For the presentations at the symposium, the following file formats are supported:

- Mac OS: Microsoft PowerPoint 2019 and current
- Windows: Microsoft PowerPoint 2019 and current
- JPEG or TIFF Slideshow (numerically ordered filenames)

Presentations should be saved on the following media:

- USB Flash Drive

**IMPORTANT**

**Test your PowerPoint presentation on different computers and platforms (Windows versus Mac) to assure consistency of format**.  Save the final, tested version of your PowerPoint presentation on a USB Flash Drive prior to the symposium.

All students making an oral presentation must attend a PowerPoint Upload Session on Friday, July 29 to verify that your presentation is compatible with computers at the symposium.

The Upload Session times are as follows:
- 11:00am – 3:00pm
- 5:30pm – 6:30pm

- After dinner until 10pm

**Do not plan on making changes to your presentation during or after the Upload Session**. The final version you bring to the Upload Session will be saved to a flash drive on Friday evening to be used for your presentation on Saturday.

If you have any questions, contact [Maria_DoVale@brown.edu](mailto:Maria_DoVale@brown.edu)

Online video resources

- [Video Example of a Bad vs. Good Oral Presentation](#)
- [Presentation Advice for Students (Tom's Tips)](#)

## Poster Presentations

A poster is a presentation of the results of a recent field or research project that can be described graphically. Presenters use materials such as maps, photographs, graphs, charts and/or tables along with textual summaries of their work on a ==3' x 4' poster==.

Poster sessions provide an intimate forum by facilitating informal discussions between presenters and their audience. Ideally, a well-constructed poster will be self-explanatory and free you from answering obvious questions so that you are available to supplement and discuss points of interest. Plan the presentation so that you are not obliged to devote most of your time to merely explaining your poster to a succession of visitors.

You should plan on an exciting interaction with your "audience." Poster sessions are an innovative and challenging way for you to present your data and new ideas and to meet colleagues in an interactive setting. The greater informality of a poster presentation encourages discussion between interested parties and, indeed, encourages preliminary dissemination of results and theories before finalization in print or in a formal lecture. Key components to consider in developing posters are outlined below.

## Coverage

- Have you provided all the obvious information?
- Will a casual observer walk away understanding your major findings after a quick perusal of your material?
- Will a more careful reader learn enough to ask informed questions?

In addition to a title/author label and abstract, most successful posters provide brief statements of introduction, method, subjects or data sources, procedure, results and conclusions. Ask yourself, "What would I need to know if I were viewing this material for the first time?" and then state that information clearly.

## Clarity



- Is the sequence of information evident? Indicate the ordering of your material with numbers, letters, or arrows, when necessary.
- Is the content being communicated clearly?
- Keep it simple. Place your major points in the poster and save the non-essential but interesting sidelights for informal discussion.
- Be selective. Your final conclusions or summary should leave observers focused on a concise statement of your most important findings.

## Layout

The poster display should fit on one upright panel and be <u>**no more than three feet high by four feet in width**</u>. Remember that your illustrations will be viewed from several feet away. Pushpins will be provided at the symposium to secure your poster to the poster board stand.
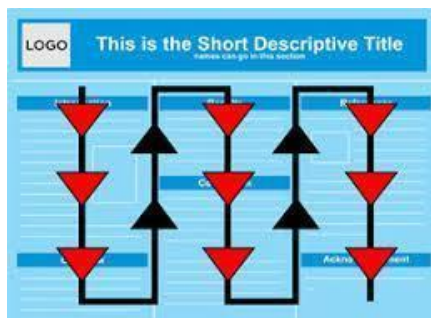


Material should be presented from left to right, starting at the top left of the panel under the title. Presenters should use a minimal amount of text consistent with providing enough information to emphasize essential data and/or stimulate discussion. It helps the viewer if you can indicate (by numbers, letters, or arrows) a preferred sequence that might be followed in studying your material.

Lettering needs to be large enough to be read from several feet away. Avoid using all capital letters since text presented in that format is hard to read. The title text size should be at least 60 points, but accommodations can be made for longer titles; headings can be at least 36 point and text at least 24 points. For textual material, a serif font such as **Times** is easier to read; for titles and headings a sans-serif font such as **Arial** is appropriate.

Extensive, imaginative use of captioned illustrations, photographs, graphs, or other types of

visually appealing material is the point of a poster presentation.  Use of color can be very helpful both in maximizing the clarity of diagrams and in making the poster attractive.  Do not simply mount the text of your paper on the poster.  It will not be effective in this medium.

At the same time, try to keep your layout as simple as possible.  Charts, drawings, and illustrations might well be like what you use digitally, but with less detail.  Avoid overly ornate presentations.  Captions should be brief and labels few but informative; block coloring can be useful to add emphasis and clarity.  Primary components of the poster and principles for each are outlined below.

- **Title**—should be informative and printed in a boldface font. The title banner will include the title of the research, the author block, and the location of your research. It is essential that you consult with your mentor concerning attribution of credit for the research you are reporting and make a collective decision on the order that authors will be listed. The preferred format for the symposium program guide is to list your faculty mentor as your first co-author. You may wish to display the logo(s) of your summer research institution, The Leadership Alliance and/or your home institution.

- **Introduction**—should include clear statements about the problem that you are examining or trying to solve, the characteristics that you are trying to discover or the proofs that you are trying to establish. These should then lead to declarations of project aims and objectives.
- **Materials and Methods**—explain the basis of the technique(s) that you are using or the procedure(s) that you have adopted in your study. You should also state and justify any assumptions, so that your results are viewed in the proper context.

- **Results**—show illustrative examples of the main results of the work.

- **Conclusion**—lists the main findings of your investigation and next steps.

Tips

- Use short headings.

- Eliminate material that is not essential to the presentation.

- Select only key figures or parts of an equation to illustrate a point.

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item in your poster is necessary.  Do not put entire paragraphs on a poster.

- Show information piece-by-piece, building to the final details.

- Show additional details in an overview diagram with a sectional breakout of details.

- Use simple block diagrams rather than intricate schematics.

- Use dashes, dotted or colored lines to make graphs more readable.

- When choosing a background, remember that neutral or gray colors will be easier on the eyes than a bright color. In addition, color photos look best when mounted on gray.

- Try not to stand directly in front of your poster, allow others to view the entire poster. Stand to the side.

- Come prepared with any relevant handouts you may wish to share and business cards to hand out.

## Recommended sites for creating effective poster presentations

- http://www.ncsu.edu/project/posters
- http://www.ncsu.edu/project/posters/ExamplePosters.html

## Online video resource

- Poster Presentation Tips
- Giving an Effective Poster Presentation
- Create Effective Poster (STEM & Humanities examples)

## Abstracts

An abstract is a concise written summary of a research project and is widely accepted as a standard format for publishing information in academic and professional journals. The abstract provides information about the hypothesis, purpose or objective, methods, results/expected results, discussion, and conclusion (as appropriate by discipline).

The Leadership Alliance will collect abstracts for all student poster and oral presentations. **Abstracts will not be published** but will be shared with graduate student moderators for each respective presentation.

## Submission Requirements

Abstracts for all student poster and oral presentations must be [submitted](#) by July 15.

## General Rules and Guidelines

Abstracts should be between 100-250 words in length.  Only one submission per student is allowed and only students can be the presenting authors.  Before you submit an abstract, you must:

- Register for the symposium by July 1
- Submit presentation title by July 1
- Have your presentation application approved by your summer program coordinator by July 1

Proofread your work prior to submission.

**The Leadership Alliance staff will not edit abstracts.**

**Have abstracts reviewed and approved by your research advisor and/or program director prior to submission.**