

## **PAPER PRESENTATIONS**

### **To prepare:**

- Follow carefully the guidelines on pp. 20–25 of the “Guidelines for the Preparation and Presentation of Student Research” booklet. **NOTE:** Time restrictions have been shortened to meet National presentation timing changes. The presentation may not exceed **12** minutes and is followed by a **five (5)** minute question-and-answer period. A session moderator will aid the student speaker in maintaining this schedule and in fielding questions from the audience. The procedure for maintaining the time includes a **10**-minute warning signal, and finally a **12**-minute signal. At the **12**-minute point, the student speaker must stop the presentation even if he or she has not finished. Time restrictions will be strictly enforced.
- Practice your presentation in front of different audiences--to your peers, to adults, to science students, to someone unfamiliar with your research project. Encourage them to ask you questions and to point out where your presentation could use clarification. When you are asked a question, practice repeating or summarizing the question aloud before answering. (During the question-and-answer portion of your presentation, the moderator will ask you to repeat the question if you fail to do so.)
- **Know your audience!** This is a general audience of high school students who are unfamiliar with your project and the technical vocabulary used. The greatest challenge is to make your presentation understandable and meaningful to the students in the audience! Show them the significance of your research to their lives.
- Prepare your visuals carefully. Consider your choice of fonts, font styles, font size, text quantity, and text spacing. If you are using PowerPoint (PPT), avoid distracting the audience with animation of text such as dropping letters and flying text or sound effects. Keep it simple for scientific presentations.

### **Audiovisuals (PowerPoint and overhead transparencies)**

- Please **notify the Director via email** (martin@cos.siu.edu) by **Monday, February 20** of your choice of visuals: a) PPT, or b) overhead .
- If you choose to use presentation software such as PPT, you must bring your presentation on a CD to be loaded onto the symposium laptop. In the **email to the Director**, please specify PC or Mac.
- The projector will be located in the booth at the back of the auditorium, and the laptop will be on a small table next to the podium. A laser pointer is provided.
- The overhead projector will be located on the stage near the podium.
- First-time participants should be aware that you may not use posters or backboards during your presentation, nor may you demonstrate with equipment such as microscopes or equipment built for or used with your project. If it is necessary for the audience to see your equipment, it must be shown from a slide, transparency, or computer.
- You may preview your audiovisuals in the Student Center Auditorium on Sunday evening 4-6 p.m.