Spring Student Symposium 2018: General Presenter Guidelines

This handout and other resources are available at go/presenting

Symposium Day Schedule (Friday, April 20, 2018)

8:30-9:00 am       All Presenters Check-in
9:00-9:15 am       Welcome at Great Hall
9:15-10:30 am      Oral Session I
10:30-11:15 am     Poster Session I
11:15 am-12:30 pm  Oral Session II
12:30-1:30 pm      Lunch for Presenters and Special Guests: Atwater Dining Hall
1:30-2:45 pm       Oral Session III
2:45-3:30 pm       Poster Session II
3:30-4:45 pm       Oral Session IV
4:45-5:30 pm       Closing Reception for all Presenters and Attendees, Great Hall

The details of this year’s program, with session titles and locations, will be posted in April on the URO Website at: go.middlebury.edu/sym. We are hopeful that you will participate not only in your own session but in the entire schedule of activities.

Deadlines

☐ Monday, March 19: Submit the final version of your title, abstract, and list of presenters, with sponsor approval, in Ex Ordo (sym2018.exordo.com).

☐ As early as possible in April: Review all of your presentation technology. Media tutors are on duty in the Wilson Media Lab, Davis Family Library 220, Sunday from 1pm to 11pm, Monday through Thursday from 9am to 11pm and Friday from 9am to 7pm. You can request an appointment with a tutor online at go/dmt.

☐ Monday, April 16: Final PowerPoint presentations must be uploaded in Ex Ordo (sym2018.exordo.com) or a copy brought to the CTLR in Davis Library to be uploaded. If your file is greater than 40 MB please go to the CTLR to upload. No further edits will be possible.

☐ Tuesday, April 17, and Wednesday, April 18: Rehearsal sessions with media and oratory tutors will be available in the evening in Library 230 for oral presenters. (See schedule online)

☐ Wednesday, April 18: Final Posters due to Cathy Ekstrom’s office by 5pm (Bi Hall 330) and an electronic copy uploaded to Ex Ordo (sym2018.exordo.com) or brought to the CTLR in Davis Library to be uploaded.

Presenter Obligations and Information

Participation. If you need to withdraw your presentation from the symposium, you may do so up until Monday, March 19, when final abstracts are due. After that date, you are expected to honor your commitment to prepare for and present at the symposium.
**Attendance.** All presenters for the Friday sessions are expected to check in at the Great Hall in MBH at 8:30 am. Also, please arrive at the location of your session 10 minutes before the session start time to meet your moderator and other session presenters, and to ensure that technical support is in order. You are expected to participate in your entire scheduled session.

**Attire.** Student presenters are expected to dress in neat, professional attire for this event.

**Preparation.** Presenters are expected to work closely with their faculty/staff sponsor to prepare for the symposium, and are encouraged to attend relevant workshops and practice sessions for preparation. You are expected to adhere to all deadlines and read any email updates sent from Undergraduate Research.

**Guests:** We encourage you to invite friends, family members, faculty and staff, and mentors to attend the Symposium.

**Symposium Day Lunch:** All presenters and their sponsors are invited to a special luncheon for presenters in Atwater Dining Hall. Presenters will receive their lunch tickets when they check-in at MBH on Friday morning at 8:30 am. Presenters may purchase lunch tickets for off-campus guests at the door for $7.00. Lunch is available from 11:30am-2pm.

**Closing Reception:** All symposium presenters and all symposium attendees are invited to celebrate this event at our Symposium Reception from 4:45 to 5:30pm in the Great Hall at MBH.

**Advice from Previous Participants**

- Practice with a friend AT LEAST once before the symposium -- I changed a lot of little things based on the feedback I got. Don't be bashful about asking people to watch.
- Present your methods and why your work is new and important! Sometimes the presentations just seemed a gathering of facts from secondary sources.
- Make sure you can discuss your research in a way that allows a general crowd to follow it (not just people in your specific discipline).
- Run ALL the information by your adviser in advance.
- Prepare early, and if you’re in a group, coordinate.
- Don’t just read or rehash information—engage with the audience. If you’re visibly excited about the material, your audience should get excited.
- Don’t don’t read from notes or a prepared speech. People who just read off their work lost the audience early on. It is actually much harder to inject the necessary energy and variation into something read directly.
- Seriously—dress in "Smart Professional." You stick out like a sore thumb if you don't!
- Invite friends; there’s nothing better than having friendly faces in the audience.
- Think of it as a chance to share your work with friends, not as a test you need to pass or be the best at. It’s a celebration, not a competition.
- Practice, practice, but still sound lively and spontaneous. It's hard to find the medium balance between conveying a tight, concise, eloquent explanation of your thesis and a robotic, regimented, memorized recitation, but it's worth a shot!