



2013 Research Day *ORIENTATION HANDBOOK*

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Research Day Database: <http://princess.spelman.edu/researchday.nsf>

Program (To Be Confirmed)

Friday, April 19th, Research Day

Program (To Be Confirmed)

8:00 am Registration and Continental Breakfast

8:30 am **Opening Session**
Welcome
Opening remarks

9:20 am **Oral Sessions**

11:30 am Lunch

1:00 pm **Poster Session A, Read Hall Gymnasium**

2:00 pm **Poster Session B, Read Hall Gymnasium**

3:00 pm **Closing Ceremony, Cosby Auditorium**
Plenary Speaker
Awards Presentations
Closing Remarks

5:30 pm Reception





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About This Guide

Welcome to the 2013 Research Day Orientation Handbook. This guide is published by the Research Day Committee to provide resources for understanding and participating in Research Day activities.

We invite and encourage your suggestions and questions. To submit your feedback, email us at: cchambliss@spelman.edu.

Overview

Research Day will be held on **Friday, April 19, 2013**, from 8:00 am to 5:00 pm. Research Day, one of the liveliest events in the Spelman year, showcases scholarly and creative work across all academic disciplines. All classes are cancelled, and 100% student participation is encouraged. **Current Spelman students will be eligible for awards.**

Dr. Etta Falconer, one of the individuals for whom the Science Center is named, once said that *"High expectations, the building of self confidence, and the creating of a nurturing environment have been essential components for the success of these students."* The opportunity to showcase their personal accomplishments to fellow students and faculty fulfills all three of these goals, and sets them on the path to academic or professional success.

All presenters **MUST** attend one mandatory orientation, which will be held in the Science Center, Room 232 from 5:00 pm to 6:00 pm on the following dates:

Wednesday, March 27, 2013; OR
Thursday, April 4, 2013

All information regarding Research Day will be communicated via signs around campus, postings on the plasma screens, and email sent to participants' **Spelman College webmail account**.

Sign-up Process

All presentations are submitted and scheduled using the Research Day database. To access the database,

1. Navigate to www.spelman.edu.
2. Click on Check email/Internal Apps
3. Click on Students
4. Click on Research Day (on the right hand side)
5. Login using your Spelman College email login.

The URL for the Research Day database is <http://princess.spelman.edu/researchday.nsf>.

Attire

Presenters are expected to dress in professional/business attire.
Presenters will be issued name badges.



Personal Possessions

All students **MUST** secure personal possessions and resources, including technical resources (i.e., laptops, discs, Flash drives, DVDs, tapes, etc). The Research Day Committee **will not be** responsible for lost or stolen items.

GUIDELINES



Guide to Abstracts

Abstract Overview

You will begin the Research Day process by submitting an abstract. The database for abstract submission opens on Monday, February 1, 2013. The deadline for abstract submission **AND** advisor approval is on or before Sunday, March 10, 2013, at 11:59 pm. **NO EXCEPTIONS.**

To get assistance with writing abstracts, visit the Spelman College Writing Center, located in Cosby Room 339. They provide peer tutoring from 10:00 am to 6:00 pm, Mondays–Thursdays and from 10:00 am to 1:00 pm on Fridays. You can also contact the Spelman College Writing Center by phone at 404-270-5593 or from the web: <http://208.52.134.61/cwp/index.html>

The primary purpose of an abstract is to guide readers by providing a brief but comprehensive summary of the presentation (100-350 words for a descriptive abstract, 100-250 words an informative abstract). An abstract expresses the main claim and argument of a paper, while concisely highlighting the major points and scope of the presentation. Bibliographic citations are not required in most disciplines.

Writers can use the abstract to check the clarity of their thesis and argument. If the writer can state the thesis and argument clearly in a few sentences so that the average reader understands the main idea—then the writer knows she has conveyed her ideas effectively.

1. Key words in abstracts:

The practice of using key words in an abstract is vital. Titles and abstracts are filed electronically, and key words are stored electronically. Thus, an abstract **MUST** contain key words from an article, paper, or report so that relevant information can be easily retrieved by researchers.

2. When are abstracts used?

Abstracts are used for the following:

- Ordinarily part of a research article in a journal.
- For chapters in a book, especially if each chapter has a different author.
- Library reference tools, such as Biological Abstracts.
- For presentations at scientific meetings (often the “published abstract” is the only written record of such a presentation).
- Dissertations.
- Some papers in the sciences and social sciences require abstracts.



3. Two types of abstracts:

Descriptive abstracts

- Tell readers what information the report, article, or paper contains.
- Include the purpose, methods, and scope of the report, article, or paper.
- Do not provide results, conclusions, or recommendations.
- Are typically very short, usually under 100 words.
- Introduce the subject to readers who **MUST** then read the report, article, or paper to find out the author’s results, conclusions, or recommendations.

GUIDELINES (cont.)



Informative abstracts

- Communicate specific information from the report, article, or paper.
- Include the purpose, methods, and scope of the report, article, or paper.
- Provide the report, article, or paper's results, conclusions, and recommendations.
- Are short – from a paragraph to a page or two, depending upon the length of the original work being abstracted.
- Allow readers to decide whether they want to read the report, article, or paper.

Abstract Formatting

Research Day abstracts word count limit is 250 words. You should type abstracts in a word document, check spelling for errors, and save the file. Then, cut and paste this information into the Abstract database.

Essential elements of the abstract:

- Background: A simple opening sentence or two placing the work in context.
- Aims: One or two sentences giving the purpose of the work.
- Method(s): One or two sentences explaining what was done. (Described at length only if it is unusual)
- Results: One or two sentences indicating the main findings. (Absolutely essential)
- Conclusions: One sentence giving the most important consequence of the work. (Telling what the results mean).

Questions an abstract answers:

- Why did you do this study or project?
- What did you do and how?
- What did you find?
- What do your findings mean?

An abstract should include the few things you would want your reader to remember long after the details of your paper may be forgotten.

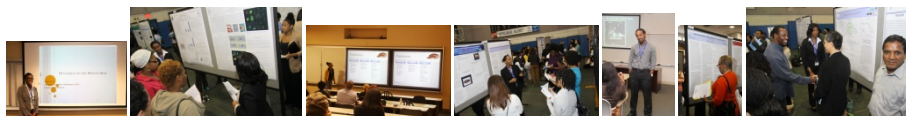
Helpful Online Abstract Resources

http://myrin.ursinus.edu/help/resrch_guides/annotate.htm

Abstract Sample

Timsit, M., and N. Bruyere-DeGeyter. "The Function of Anxiety [sic] the Structure of Personality in Sports Participation: Use of the Rorschach Test in Comparing Samples of Basketball and Football Players." *International Journal of Sport Psychology*. 8.2 (1977): 128-139.

Examines the relationship between athletes and the structure of the athletic personality, and more precisely, the importance of the choice of a sport and athletics in general in the development of the personality. Forty 17-21 year olds (20 football players and 20 basketball players) were studied, and the data were compared with those from 17 technical school students of the same age. Data from the sports group were significantly different from the control group: the sports group showed freer expression, more aggression, a more evident state of anxiety, and relatively more effective control mechanisms (kinetic responses). Data for the basketballers were significantly different from those of the footballers: the basketballers had a higher tendency toward static kinetics, and the footballers had a higher anxiety index. Results are discussed in relation to the athletic capacity specifically called for in particular types of sports: location on the court in basketball, and active and direct struggle in football.



GUIDELINES (cont.)



Guide to Oral Presentations

Oral Presentations Overview

The objective of the oral presentation is to give presenters an opportunity to share their work, demonstrate their public speaking skills, and gain feedback from an audience. Our goal is to provide an engaging and interesting oral session, which effectively presents scholarly research.

Oral presentations are scheduled for 15-minute intervals for each student:

- 10 minutes to present your presentation
- 5 minutes to answer questions from the judges and audience

Oral presentations are held in technology classrooms, which contain state-of-the-art equipment, including:

- Windows computer system with USB ports for external medium
- AV system
- Speaker system
- Internet connectivity available
- Microsoft Office 2007
- DVD/VHS player
- Tape player

Most Oral Presentations include a Microsoft PowerPoint presentation.



Oral Presentations Guidelines

In order to receive the highest level of support, use the following Research Day guidelines:

- All presenters **MUST** attend one mandatory meeting, which will be held in the **Science Center, Room 232** from 5:00 pm to 6:00 pm on one of the following dates:
Wednesday, March 27, 2013; OR
Thursday, April 4, 2013
- We strongly recommend advisors and students to schedule an appointment for a *Technology Check*. This is the best way to test your presentation. System-related problems cannot be resolved on Research Day. Presentations do not have to be finalized to be previewed. Contact the Student Technology Assistance Center (STAC), located in lower Manley beginning March 25, 2013 through April 17, 2013 for an appointment.

- Although electronic presentations are not required, if you use any other software applications other than PowerPoint, you **MUST** report this information to Jamika McNeil (jmcneil@spelman.edu) by **Friday, April 12, 2013**.
- We strongly suggest you use a computer or laptop to compose and edit your presentations. Use external media, such as flash drives, CD-rom discs, and external hard drives as backup resources only. External media is not as reliable as your personal computer system (subject to failure without warning).
- Identify any non-standard special equipment needs and communicate them directly to Jamika McNeil (jmcneil@spelman.edu) by **Friday, April 12, 2013**, AND attend an Oral Presentation Preview session. Examples of special equipment:
 - stand-alone microphones for Fine Arts performances
 - portable CD or cassette players
 - special equipment to mount free-standing presentation materials
- If you are using your own equipment to present, you **MUST** attend a *Technology Check session* AND communicate this information during the session. If the Research Day Committee is not notified during the *Technology Check session*, Media & Information Technology ("MIT") will be unable to assist with setup and display of your presentation.
- Save all presentations on a CD-Rom disc or jump drive. Email a copy of the presentation and associated files to your Spelman College email account. You are responsible for obtaining CD-Rom discs or jump drives.
- On Research Day, **do not launch** your presentation from external media, such as CD-Rom discs, Zip discs, USB Flash drives, diskettes, or external drives. You will move a copy of your file(s) to the presentation computer's hard drive and present from the local folder. MIT will provide detailed instructions for transferring your presentations to the local PC.
- Report all computer-related issues immediately to Jamika McNeil (404-270-5617) by **Friday, April 12, 2013**. Ms. McNeil will be responsible for dispatching MIT Staff to troubleshoot support issues in presentation rooms before and during Research Day.
- All oral presentation files **MUST** be moved to the Research Day desktop in your presentation area between **8:00 am - 8:30 am** on Research Day, **Friday, April 19, 2013**. If you have not attended an oral preview session, you will need to follow the setup instructions posted on the presentation area. If you need assistance loading your presentations, technicians will not be on-site until **8:00 am**.
- All computer-related emergencies on Research Day should be reported immediately to the **Help Desk** on **404-270-5400, Option 8**. The Help Desk will treat these calls as priority and will dispatch MIT Staff to resolve support issues. Additionally, MIT provides on-site technical coverage in all of the presentation areas during Research Day activities. Also, each computer will be labeled with technical contact information.
- Presenters who need to assemble artwork for **Fine Arts oral presentations** **MUST** work with your advisor and communicate special equipment requests to the Research Day committee by **Friday, April 12, 2013**.

GUIDELINES (cont.)



Oral Presentations Formatting

Students in most disciplines will compose oral presentations using Microsoft PowerPoint. You will display your presentations on a Windows-based computer which has Microsoft PowerPoint 2007 installed. You will need to format your presentations according to these standards.

In order to ensure your Oral Presentations are formatted accurately, work with your advisor directly.

Characteristics of a Good Oral Presentation:

- The following presentation structure is suggested:
 - Background/purpose
 - Methods
 - Results
 - Summary/conclusion
 - Questions and answers

Include important information and tables on slides that are to be illustrated during your presentation. Humanities disciplines may vary.

- We recommend you format your Microsoft PowerPoint presentation using **TrueType** fonts only.

A few fonts which work well with AV systems:

- Arial
- CG Times
- Garamond
- Tahoma
- Verdana
- Times New Roman

If you use a non-standard font, it is your responsibility to ensure the font is available on the presenting machine.

- Ensure you are familiar enough with your presentation to present with limited reading. Reading your presentation limits your ability to show excitement about your topic and engage your audience. A few tips on presentations include:
 - Speak directly to your audience.
 - Engage your audience; do not overwhelm them.
 - State clearly in simple, jargon-free terms, main point of your research, your discovery and its meaning – its conceptual, methodological, or practical value.
 - Repeat important ideas to ensure your audience understands your presentation.
 - Limit the number of significant ideas you want to convey to your audience. Try to focus on the main aspects of your research work and illustrate these clearly.
 - Use active words and short sentences. Words should reinforce visual materials.
 - Speak loudly and clearly.
 - Repeat comments or questions from the audience to ensure accuracy of response.
- Write your presentation as a mini-lecture style. Create an outline and summarize your points.

- Read your presentation aloud as practice. Make the length of your presentation fit the time allocated. Make sure you practice the timing and pacing of your material.
- Try taping your presentation and playing it back to your advisor for feedback.
- State your final conclusion and end on time.
- Do not exceed the maximum period of time for your presentation.
- Do not try to deliver more information by speaking faster.
- Do not overfill your slides as it may reduce the distinctness of your presentation.
- Avoid animated PowerPoint templates unless the animation serves a purpose. They tend to be distracting. Animated transitions are fine.

For helpful presentation information, see the *Appendix, Microsoft PowerPoint 2007 Presentations*, page 13.

Oral Presentation Preview Sessions

Technology Check sessions are offered to you so that you can “dry-run” your presentation prior to Research Day. This is the best way to test the performance of your presentation. For example, if you are embedding files in your presentation, you will need to test all of these files on the presentation machine.

This session will cover the following:

- proper use of the audio-visual equipment in the designated presentation rooms
- proper access to the Research Day desktop on the presentation PC
- test multimedia elements, such as sound and video
- tips for adjusting presentations for font, display resolution, template, layout and color changes between the creating and presenting PCs
- identify non-standard hardware and software needs
- resolve technical issues with the on-site technical assistant (system-related problems cannot be resolved on Research Day)

Technology Check sessions begin **Monday, March 25, 2013**, and run through **Wednesday, April 17, 2013** by appointment only. Contact the STAC Center in lower Manley for an appointment.

GUIDELINES (cont.)



Oral Presentation Setup on Research Day

To prepare for Research Day, you **MUST** complete the following steps on Research Day:

1. Send a backup copy of your finalized presentation to your Spelman email account or an alternate external email account.
2. Bring a version of your presentation on a CD-Rom or Jump drive.
3. Arrive to your presentation area between 8:00 am and 8:30 am.
4. Load your final presentation to a desktop folder.

Computer Login Username: researchday

Password: researchday

Desktop Folder: 2013 Research Day

5. When you present your oral presentation, launch your presentation from the desktop folder.

Your presentation area will be labeled with the following information:

- A door sign designating the presenters and presentation order
- Desk signs displaying emergency contact information for technical support
- Student quick guide for desktop setup

Oral Presentations for Performing Arts

Music participants may perform for 10 minutes with 5 additional minutes allotted for questions. If this is a group presentation, the entire performance **MUST** be no longer than 10 minutes.

Music and dance presentations can range from one of the following categories:

- original composition
- composition in the style of a specific musical period, style or composer
- arrangement
- performance
- lecture recital
- research and/or analysis



Theatre presentations can include monologues or scenes.

Performing Arts oral presenters will need to work closely with advisors and the Research Day Committee to coordinate media equipment needs. **The Ed Media Department can only provide media resources available on campus.** If you are using your personal equipment/software (nonstandard resources), you are responsible for working with your advisor and the Ed Media Department well in advance to ensure that your personal resources can integrate with the campus equipment.

Ed Media can provide:

- Stereo systems or boom boxes
- Audio playback on CD
- Video playback on DVD

Ed Media can support:

- Audio playback on MP3 players provided by students

If the Research Day Committee is unaware of your specific, non-standard equipment use by **Friday, April 12, 2013**, we **WILL NOT** be able to assist you with setup on Research Day.

Oral Presentation Tips & Tricks

What should I do prior to Research Day?

- ☐ Create and edit your original file on your home PC or laptop. DO NOT use your jump drive or CD-Rom as your primary source, as these mediums are not reliable.
- ☐ For easy access and use, create your presentation using Microsoft PowerPoint.
- ☐ Save a copy of your presentation on a jump drive or CD-Rom disk. Also, email a copy of your presentation to your Spelman email account.
- ☐ Familiarize yourself with the proper use of the audio-visual equipment in the designated presentation rooms and complete a "dry-run" by **Wednesday, April 17, 2013, 5:00 pm**. Use the Research Day database to schedule previews online. We **MUST** be aware of any specific resource needs, including:
 - DVD
 - VHS Tape
 - Music CD
 - Video CD
 - Mixed media PowerPoint presentations (video/sound/music files)
- ☐ Verify that the display resolution is the same on the presentation equipment as it was on the creation PC.
- ☐ Email any special or custom fonts used to Jamika McNeil (jmcneil@spelman.edu) so that these fonts can be loaded on the PC in my presentation area.
- ☐ If you are having trouble viewing symbols and equations on the presentation machine, use the following steps:

- 1) Create your symbol or formula using the Equation Editor in Microsoft Word.
- 2) Create a screen shot of the page (click the **Print Screen** button).
- 3) Paste the screen shot back in Word.
- 4) Crop the formula (removing the unwanted portions of the image).
- 5) Copy the graphic to your PowerPoint document for printing.
- 6) Save your presentation file.

- ☐ If you are using video files in your presentation, you **MUST**:
 - 1) Ensure your video file will play on Macs and PC. If you are using a Mac to compose your presentation, you **MUST** test on both platforms).
 - 2) Ensure your video files are embedded in PowerPoint.

What should I do on Research Day?

- ☐ Send a backup copy of your presentation to your Spelman email account.
- ☐ Bring the saved version of your PowerPoint presentation on a CD-Rom or jump drive to your presentation area.
- ☐ Arrive between 8:00 am - 8:30 am.
- ☐ **LOAD** the final version of your presentation to a desktop folder name "2013 Research Day." DO NOT launch your files from external media (CD or jump drive) or as a Shortcut icon in the 2011 Research Day folder.
 - Username: researchday
 - Password: researchday
 - Domain: local PC
- ☐ **ARRIVE** early before oral presentations begin. **DO NOT** arrive late. There will be no delays in the presentation schedule. If you are late, then you will not be allowed to present.
- ☐ **LAUNCH** my Research Day presentation file from the folder
- ☐ **DO NOT** Access your Research Day presentation from external media sources, such as Zip discs, USB Flash drives, diskettes, or external drives to my Oral Presentation.



Guide to Poster Presentations

Poster Presentations Overview

The objective of the poster presentation is to give presenters an opportunity to share their work and gain feedback on a one-on-one basis. Our goal is to provide a high-quality poster session that is informative and effective.

We provide strategies for poster presentations in this resource guide. However, you are required to work closely with your advisor to:

- Review and edit your abstract before it has been submitted
- Ensure your advisor has thoroughly reviewed and approved your abstract before the deadline, **Monday, March 4, 2013**
- Print your posters by **Monday, April 15, 2013**
- Review your poster before and after printing

Poster Presentations Guidelines

In order to receive the highest level of support, use the following Research Day guidelines:

- All presenters **MUST** attend one mandatory meeting, which will be held in the **Science Center, Room 232** from **5:00 pm to 6:00 pm** on one of the following dates:
Wednesday, March 27, 2013; OR
Thursday, April 4, 2013
- Students are **required** to create presentations using **Microsoft PowerPoint**. A Sample poster template is available in the Research Day database and in the Appendix on page 14.
- The poster background color **MUST** be white. Do not print full-colored posters or posters which have images covering the entire background. Posters will be rejected if this guideline is not followed.
- Students are **required to finalize** all poster presentations prior to submitting the poster for printing. If corrections are needed after the poster is printed, students **MUST** resubmit the revised poster for approval.
- Advisors and students should plan to submit their posters for approval as early as possible. Printing is administered through the Research Day database.
- Poster printing will begin **Monday, March 18, 2013 and end Monday April 15, 2013**. If a student misses the deadline, she will be responsible for the cost of printing the poster at an outside location (i.e., Kinkos, Alpha Graphics).

Students are required to submit their poster for approval by **5:00 p.m. on Monday, April 15, 2013**. Once approved, the poster will be printed and the student will receive an email stating the date and time for pick-up. All posters can be picked up in the STAC Center, located in lower Manley.

Poster Presentations Formatting

We have attached a sample poster template in the Research Day database and in the Appendix on page 13. You **MUST** work with your advisor to determine appropriate formatting techniques.

1. Preparing posters:

Your poster **MUST** be formatted using Microsoft PowerPoint (2003 or 2007). Create a normal presentation file. **Do not enlarge your file to poster size**. The Poster Printer Coordinator will adjust your presentation during printing.

Your poster should be simple and clear. Remember: A poster is a cross between an oral presentation and a printed paper.

Your research poster should proceed logically, using the following sections as guides:

Sample 1	Sample 2	Sample 3
Introduction	Summary	Title
Objective(s)	Introduction	Subject Area
Materials and Methods	Materials and methods	Evidence
Results	Results/discussion/	Objective
Summary	conclusion (literature	Method
Conclusion (literature	cited)	Result
cited)		Conclusion

Use photos or flow charts to help your audience better visualize the materials and resources used. Graphs and tables should have titles, axes should be named, and units should be quantified. Your conclusions should not merely summarize, but it should provide the reader with your interpretation of results.

2. Formatting posters:

Characteristics of a good poster include:

a) Text:

- use short statements/paragraphs using bullet points
- keep your text short and concise, with legible statements
- avoid putting too much text on the poster
- minimize complete sentences and paragraphs
- concise lists
- use simple, jargon-free statements
- make sure your text is neatly created and large enough to be read at a distance
- do not overwhelm the user with excessive information. It is best to create a poster which invites conversation

Submitting Your Poster Presentations

1. Open an Internet browser and go to <http://princess.spelman.edu/researchday.nsf>.
2. Click **Poster Printing**.
3. Click **Submit Poster for Printing**.
4. Login using your Spelman College username and password.
5. Type your Presentation ID, Abstract Title and Phone Number.
6. Click the Browse button and upload your poster (PowerPoint presentation).

GUIDELINES (cont.)



b) Color

- Text: darker color on white background
- Matting: darker or subdued colors instead of brilliant colors
- Color: limit number used to avoid distractions

c) Text Size:

- Bold, large, block style; mix capitals and lower case
- Text should be readable from a distance of 6 feet

d) Layout:

- Arrange poster sections from top to bottom, starting at the left side
- Sufficient blank space is important
- Use spaces to unify or separate sections
- Avoid too many small sections (poster pieces), too many edges, and too many narrow spaces



e) Illustration:

- Make graphs and tables as simple as possible; focus on the main ideas
- Color and size are important
- Small photographs can be used. Photographs should be a minimum of 5x7 inches. You cannot use images as backgrounds
- Matte-finished graphics are better than glossy
- Use photos only if they are clear and adequately sized

Poster Printing Sessions

1. Printing posters:

Poster printing will begin on **Monday, March 18, 2013** and will end on **Monday, April 15, 2013, at 5:00 pm**. If you miss the deadline, you will be responsible for the cost printing your poster at an outside location (i.e., Kinkos Printers, Alpha Graphics)

Once you have finalized your poster, you **MUST** submit your poster via the Research Day database for approval. Once approved, the poster will be printed and you will receive an email confirmation. The confirmation will include the date and time for pick-up. All posters can be picked up in the STAC Center, located in lower Manley.

Your poster will be printed within 48 hours of submission AND approval. You will be notified via your Spelman College email account. The Poster Printing Coordinator will approve your poster, if your poster:

- has been submitted using the Research Day database ONLY (no walk-ins will be accepted)
- has a white background
- has been formatted as a regular Microsoft Presentation file (not enlarged as a poster)
- does not include full-colored graphics and pictures as a background
- does not have text boxes which overlap (where text will be printed incorrectly)
- does not have text outside of the printable area

The Coordinator will not check for typographic errors or appropriately structured posters. You will need to print your Microsoft PowerPoint file and consult with your advisor.

Poster will be printed no larger than 42 inches wide by 40 inches tall.

The final date to print your poster is **Monday, April 15, 2013, at 5:00 pm**. As Spelman College has limited resources to print your posters, we will only accept a maximum of 30 poster requests on this date. It is important that you obtain approval of your poster prior to this date. If you have not submitted your poster by **Monday, April 15, 2013, at 5:00 pm**, you **MUST** work with your advisor to print your poster at a local printer (see Outside Local Poster Printers below).

Outside Local Printers

We have listed the nearest poster printers to Spelman College and the cost for printing a 42 x 48 sized poster. If you miss the poster printing deadline, you and your advisor will need to make arrangements for printing your poster. Additionally, you (or your advisor) will be responsible for the poster printing expense.

Alpha Graphics (2.1 miles from Spelman College)

Lisa Rodriguez
34 Peachtree Street
Atlanta, GA, 30303
404-302-9404
24 hours to turn around

Kinkos (2.63 miles from Spelman College)

FedEx Kinko's Office & Print Center
100 Peachtree St, Suite 101
Atlanta, GA 30303
(404) 221-0000

Black & White Printed on bond paper (thin as copier paper)	Quote directly from Kinkos Cannot print black and white poster wider than 36"
Color Poster on Matte Finish	\$108.50
Color Poster on Glossy Finish	\$168.00
Rush printing Fee	\$24.95

All types of posters	\$115.00
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GUIDELINES (cont.)



2. Handling declined posters:

If your submitted poster is rejected by the Coordinator before the deadline on **Monday, April 15, 2013, at 5:00 pm**, you will be notified by email. You will be allowed to resubmit your poster.

If your poster is rejected on **Monday, April 15, 2013, at 5:00 pm**, the poster printing deadline, you will be notified by phone and your advisor will be notified by email by **7:00 pm, Monday, April 15, 2013**. You **MUST** resubmit your final poster for printing at Spelman College on **Tuesday, April 16, 2013, by 3:00 pm**. If you have not resubmitted your poster by **Tuesday, April 16, 2013 (3:00pm)**, you **MUST** work with your advisor to print your poster at a local printer (see Outside Local Poster Printers).

Poster Setup for Research Day

1. Proofing and mounting posters:

Once you have received your final version, you are responsible for bringing your poster to **Read Hall on Thursday, April 18, 2013**, from 3:30 pm to 6:00 pm. We will not accept your poster after 6:00 pm. Posters not mounted by 8:00 am **will not** be judged. A poster stand and push pins will be provided for you. If you will be in class or have a scheduling conflict on the 19th and cannot mount your poster during the allotted time, contact Stacy Cephas at (404) 270-5785.

You are responsible for mounting your poster and assembling your poster identification. The Research Day Committee will place your poster in the correct poster location. You can find your poster location in the Research Day Program.

POSTER NUMBER	Poster Name
Presenter/Author...	Presenter/Author's Name
Advisor(s).....	Advisor(s)'s Name

2. Presenting posters:

You should be available to answer questions for the time(s) your poster is being presented.

3. Dismantling posters:

You **MUST** remove your posters by 4:00 pm, April 19th.

Poster Presentations Tips & Tricks

Will anyone be available to assist with poster formatting?

You **MUST** work with your advisor to format posters for printing or you may seek support from the **Spelman Writing Center**.

What should I do if my poster is rejected by the Poster Printing Coordinator, but I am able to print the same poster on my advisor's computer?

You are expected to format your presentation for use on the Spelman College poster printers only. If you work on printers other than the Spelman College poster printers, you may have to reformat your poster when printing at Spelman.

If my poster is rejected because the formulas do not align correctly, what should I do?

Formulas may line up differently once they are enlarged on the poster printer. To prevent scaling issues,

- 1) Create your formula in Microsoft Word.
- 2) Create a screen shot of the page.
- 3) Paste the screen shot back in Word and crop out everything but the formula.
- 4) Copy the graphic to your PowerPoint document for printing.
- 5) Save your presentation file.

If my poster is rejected because the fonts do not align correctly, what should I do?

This problem may occur when the PC from which you are printing cannot access the font used to compose your poster. If you desire to use a specific font, you can email your font to Jamika McNeil (jmcneil@spelman.edu) for placement on the poster printer's PC. For more information, you can contact the Help Desk at 404-270-5400.

If my poster is rejected because it is corrupted or locking, what should I do?

Poster presentations may randomly lock up or crash Microsoft PowerPoint if you have embedded content produced in other applications or from other file types. For instance, if you have embedded a Microsoft Excel spreadsheet chart in PowerPoint, PowerPoint will lock up if it cannot locate the linked spreadsheet. To prevent linking issues,

- 1) Create your spreadsheet in Microsoft Excel.
- 2) Create a screen shot of the spreadsheet (click the **Print Screen** button).
- 3) Paste the screen shot back in your presentation and crop out everything you don't need.
- 4) Save your presentation file.



Awards

Research Day 2013 poster presentations and oral presentations will be judged based on the separate categories identified below: (i) *content*, (ii) *aesthetics* and (iii) *presentation skills* and judge(s) will score the presenter's performance based on the numerical scale below. Award Winners will receive 1st, 2nd, or 3rd place awards. Awards will be presented to the most outstanding oral and/ or poster presentations.

If groups are presenting a poster or an oral presentation, **ONLY one award will be awarded to the winning group. It is up to the group to determine who will accept the award; however, all presenters will receive a Certificate of Acknowledgment for participation in Research Day 2013.

Poster Presentations Criteria

Poster content

1. Significance: clear objectives, thorough, comprehensible research understandable for a general audience.
2. Methodology: methods/protocol clearly explained.
3. Conclusions/Results/Findings: logical, pertinent, supported by presented information, clear summary.

Poster aesthetics

4. Organization: logical sequence. Is the poster information organized and clear?
5. Appearance: well organized, visible script, simple to understand, not cluttered



Oral Presentations Criteria

Oral content

1. Introduction and Rationale: clear objectives and background; the significance of research for a general audience.
2. Methodology: methods/protocol clearly explained.
3. Quality of Research/Results/Finding/Performance: logical, clear, and pertinent.
4. Understanding of Subject: mastery of study and related areas, clear and effective response to questions.
5. Conclusion: supported by presented information, clear summary.

Oral presentation

6. Voice (clarity, volume, modulation).
7. Eye contact.
8. Liveliness.
9. Stage presence.
10. Organization and Timing: logical sequence, appropriate time management of talk.
11. Multimedia: well organized, appropriately used throughout talk.
12. Originality and Significance: knowledge of research significance and originality.

APPENDIX



Microsoft PowerPoint 2007 Presentations

Basic Rules of Presentations

Bells and whistles are fun but they can be distracting for the viewer. We recommend the following:

1. Stick with simple fonts, such as Arial, Times New Roman, and Verdana.
2. Text size should be **at least** 14 points.
3. Limit the number of words you put on a page.
4. Use bullet points
 - Use concise phrases.
 - Limit each slide to 4-5 bullet points.
5. Choose color combinations that are easy to read. Be conscious of the following:
 - **Reds** and **oranges** are high-energy but can be difficult to stay focused on.
 - **Greens**, **blues**, and **browns** are calming, but not attention grabbing.
 - **Reds** and **greens** cannot be viewed by those who are color blind.
6. Avoid these combinations:
 - **Green on Blue**
 - **Dark Yellow on Green**
 - **Purple on Blue**
 - **Orange on Green**
 - **Red on Green**
7. Limit your graphics to 1-2 per slide.
8. Proofread and spell check.
9. Pictures used in your presentation should be bright and clear with good contrast. Do not use a dark contrast picture with a dark background.
10. If your presentation includes an embedded video, the video file must accompany the presentation. **Powerpoint does NOT embed a video file the same way it does a picture. The video is embedded with a link to the location of the video.** If you need more information on Powerpoint videos, please contact your advisor.

DVD/CD

- If you are planning to present content on a DVD it is imperative that the content be tested on the PC or laptop you will be presenting on.
- Presenters are responsible for the content.

*****IMPORTANT INFORMATION*****

Some presentations created on one platform will not run the same on a different platform. A few known issues:

- Creating a PowerPoint file on the Mac may result in an error message when opened on a Windows PC.
- The Windows version of PowerPoint does not support QuickTime compression. Therefore, installing QuickTime on the PC will not work.



Sample Poster Presentation

Sample TITLE <i>Author's Name(s)</i> <i>Advisor's Name(s)</i> <i>Department</i>			
 1 Introduction	3 Materials and Methods	4 Results	5 Summary
2 Objectives		6 Conclusion (literature cited)	

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