CREATE YOUR POSTER OR ORAL PRESENTATION SLIDES

FIRST DRAFT

DUE: JULY 15, 2016 AT 11:59 PM

SUBMISSION ON BLACKBOARD

Turn in your draft for your poster (digital copy only) or presentation slides to your SURF GA via Blackboard. Submit your draft as either a PowerPoint or PDF file, and use the file name structure LastName_FirstName_PresentationDraft.

INSTRUCTIONS

Task 1: Make Your Presentation Draft

Develop a first draft of your poster or oral presentation slides. At this point in your research, you should completely understand the background and purpose of your work, as well as any methods used. It is, however, likely that much of your results have yet-to-be-determined. If so, **use your best judgment to state what the *expected* results are for your project**. For any figures that you cannot yet create (possibly due to results that have yet to be obtained), you may instead include a brief description of the figure as a "place holder" for this first draft.

IMPORTANT: For the *final* draft of your poster or presentation slides, students giving oral presentations will include all work through Week 10; whereas, students giving poster presentations will (due to poster printing) only be able to present work done through Week 9. In either case, you must not present any "expected" results in your *final* presentation as if they are the "actual" results obtained from your work. Although this will be allowed for your first draft, doing so in your final draft (presented at the symposium) is dishonest and unethical.

Presentation Content:
Remember that regardless of your presentation type, **your talk must tell a story!** For those giving oral presentations, aim for an 11 to 12 min presentation, but *do not exceed 12 min*.

For both posters and presentation slides, consider the following presentation components:

- Title: Describe the issue/goal/work being addressed, and make sure it is **understandable to a general technical audience.** This title must match the title you use for your abstract submission on Purdue e-Pubs; however, it does not (and perhaps should not) be the same as the technical title you use for your technical paper (which is targeted for others in your research field).
- Introduction: Give a brief summary of the work, give background to motivate the work, and state the research question/hypothesis/problem to be solved (could be a significant portion of the total presentation)
- Methods: Describe what you did
- Results: Provide figures and/or tables of key results (keep it brief, but include enough to show how you reached your main conclusions)
- Conclusions: Briefly state the major findings and answer your research question/hypothesis

- References (not required for oral presentation slides): Only include the key references, since your complete list of references will be in your final report
- (Optional) Acknowledgements: List people you would like to thank (who are not already authors), and/or sponsors of the work

Poster Printing:

To print your poster, first check with your professor and your department office. Many departments have poster printing services. If your department cannot print your poster, you may get your poster printed by the Burton D. Morgan Center Poster Lab. To get your poster printed by the poster lab, see the poster submission instructions located on Blackboard. Note that it may take up to two business days for your poster to be printed by the poster lab.

Task 2: Mentor Check

Walk through your presentation poster or slides with your mentors and incorporate their feedback *before* submitting on Blackboard. When you do submit your electronic file on Blackboard, make a note of your mentors' feedback in the Blackboard comment box on the submission page.

If possible, do a practice run of your talk in front of your mentors. This is often the best way to get feedback. It's even better (and often more convenient for your mentors) if you can do a practice run at a weekly lab meeting (which can hopefully get you feedback from your entire research group). If you are presenting a poster, it may be helpful to print out smaller copies of your poster (on regular sized printer paper) for your mentors to review.