

# 2023 RESEARCH EXPERIENCE FOR UNDERGRADUATES PRESENTATION DAY

Thursday, AUGUST 31, 2023

## Presentation Day Schedule

Oral Session:	10:00A.M.--11:30A.M. (AllenX Auditorium)
Setup:	9:45A.M.--9:55A.M.
Poster Session:	12:00P.M.--2:30P.M. (In Front of AllenX, with refreshments)
Cleanup:	2:30P.M.-- 3:00P.M.

## Oral Introduction Session Guidelines

Presentation Day activities begin with the oral introduction session. **Participation is highly recommended. Attendance is required.** Please be punctual as we will be on a tight schedule.

**Your introduction will be strictly limited to 3 minutes.** Please remember that the point of this session is NOT to present everything. You should simply give a little background and a taste of what you have done. In other words, it is more like a movie trailer that entices people to come to your poster and find out the rest. Please save your questions for the poster session.

Three slides are the most you will probably need. Please also include a title slide with the title of your poster, your name and the names of your advisor and mentor.

If you worked on a group project, please present your introduction as a group with one elected speaker. Co--authors can stand near the podium during the presentation.

Due to time constraints, one computer will be used for the presentation. **Please send Yiqi your slides by Wednesday night 8/30/23.** Last--minute changes *may* be accepted on Friday morning but there are no guarantees.

**Please limit your file type to .ppt or .pdf** and avoid non--standard fonts in your slides. Wendy will attempt to inform you ASAP of any issues with the appearance of your slides, but again there are no guarantees. Please do not put videos in your slides. Although they can be a great addition, the risk of delays when they don't work is too high.

A laser pointer will be provided.

## Poster Session Setup

1. **Please set up your posters by 9:30A.M.** Please meet student service staff members outside of the AllenX building to hang your posters up.
2. To have your poster printed, send your poster in .pdf format to [posters@ee.stanford.edu](mailto:posters@ee.stanford.edu).
  - a. Include the dimensions (size) of your poster.
  - b. Include the class / conference / event where the poster will be presented.
3. You will receive an email when your poster is ready to be picked up.
4. All posters must be submitted at least three (3) hours before the beginning of the poster session at which they are to be displayed. POSTERS SENT AFTER THE THREE (3) HOUR CUTOFF WILL NOT BE PRINTED. Example: I have a poster session at 4:00 PM; I will need to email my poster by 1:00 PM for it to be printed.
5. Posters are printed from 9am PST through 6pm PST, Monday through Friday only. Posters submitted before 6:00pm PST will be printed the same day.
6. Posters are printed in the order they are received.

## **Poster Session**

In ten weeks, you have accomplished a tremendous amount of work, regardless of whether you believe this to be true. Now it's time to show it all off! Communication of your work and of your learning is perhaps the most important part of doing research, and no research project is complete without it.

Feel free to invite labmates, friends, family and other guests. Please do everything you can to make a poster and attend the poster session. If you have a truly unavoidable conflict, you can still make a poster and send it to Wendy. We will make sure it is displayed at the session. Lastly, have fun!

**Please email Yiqi a title for your poster by Sunday August 13th 2023..** If you are going to be working on a single poster with your group, please also let her know by this date.

## **Guidelines**

1. Those of you working together on one project may also work together on a single poster. Alternately, you may wish to make separate posters on different aspects of the project and display them adjacent to each other.
2. The content of the poster is mostly at your discretion. Try to strike a balance between basic background information, so that you have material for someone not so familiar with the field, but also some in--depth details to show off your contribution. Many of you will probably continue with your REU projects into the academic year, in which case you're also welcome to discuss plans for the future.
3. Visual presentation is also an important part of making an excellent poster. You are free to be creative about the layout, color scheme, etc., so please try and find something that works.
4. Be sure to display your name on the poster as well as the names of your mentor and advisor. Make the title clearly legible so that it can be read from, say, 20 feet away.
5. Remember that the poster session is not only about the poster, but also about the interactions. Please stand near your poster most of the time, though you might also want to peruse other posters. Be ready to explain your project to a lot of people, and you will find that you'll learn a lot from these conversations.
6. There is a variety of approaches you can take to actually compose your poster, including using PowerPoint, Adobe Illustrator, taping physical samples to the mounting, using your finely tuned calligraphy, etc. If you want to use Adobe Illustrator, ask your mentor or advisor. He or she can likely direct you to a computer with this software installed.
7. There is a poster printer in the basement of Packard that will be made available to you, but only in a limited amount. Please ask your mentor or advisor if they have a way for you to print your poster. For those who do use the basement printer, please note that it can take up to an hour to print a poster, and that a long line usually forms late night before the poster session. Please use your time wisely and plan ahead in case of unexpected problems.  
**Please do not wait until the last day or hour to print your poster.**
8. There is no dress code. However, while a suit is probably a bit much, you do want to look professional. The poster session will be attended not only by your peers, but also by many graduate students, professors, administrators, and interested guests from within and outside of the department.
9. There is an example poster in the handouts section online. You'll want to use your own creativity but it's there just to give you a general sense of what the poster may look like.

## **Poster Session Cleanup**

1. **Please help us with the cleanup by taking your posters and cleaning up your area between 2:30P.M. and 3:00P.M.**
2. The poster is yours to keep! If you don't wish to keep it, please throw it away in a garbage bin or recycling bin rather than leaving it on the board. We do reuse the boards, so please don't make more work for others!
3. Please be punctual both at the beginning and end of the poster session.