ORAL PRESENTER INSTRUCTIONS:

- **Presentation Length:** As an oral presenter, you have a total of 15 minutes to present. Ideally, you should talk for 12 minutes and leave 3 minutes for questions. **Do not spill over 15 minutes** as that cuts into the next presenter’s time. The Session Chair will cut you off.

- **Presentation Format:** PowerPoint Slide Presentations are the standard Symposium format for oral presentations.

- **Symposium Day:** *Get to the room you are presenting in early!* During the Symposium, locate your room and your session chair about 10 minutes before the Breakout Session starts so that you can load your presentation slides on the computer. Computers will be Windows based and able to display PowerPoint slides. The computer will NOT have internet access or any other technology.

POSTER PRESENTER INSTRUCTIONS:

- **Set up between 8:00am and 9:00am.** On the day of the symposium, please arrive no later than 8:30am with your poster in hand to set it up. We will help you set up your poster for the session (we will provide the clips for attaching your poster to the poster board). Once set up, you can leave your poster and come back for the start of the Poster Session (time will be announced in March). Posters must be set up **BEFORE** the Poster Session starts so that judges have time to review the posters before the poster session.

- **Dimensions.** Your printed poster should be **3 feet tall by 4 feet long;** our poster boards are exactly 36 inches by 48 inches. We’ll have binder clips to help mount your poster to our poster boards. **If your poster is much larger than that specified, you may have problems displaying it. Therefore, a poster size of up to 36x48 inches is recommended.**

Please email the Symposium Chair, Melissa Pilgrim, if you have any questions (mpilgrim@uscupstate.edu); Thanks!