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:** Please prepare your talk as a PowerPoint Slide Presentation. You will present your slide show and then the audience will ask questions (see time limits above).

- **Symposium Day:** Oral presentations are organized into Breakout Sessions that will run as individual meetings in Microsoft Teams. The Breakout Session you are presenting in will have its own meeting ID and you will receive an email closer to the event that contains the link that will allow you to join the meeting. The meeting will open 15 minutes prior to the start time for your breakout session; this should allow us to resolve any technical issues with displaying your slide show, etc…. Regardless of the time assigned to your particular talk, please show up for the beginning of your breakout session and stay until the end.

POSTER PRESENTER INSTRUCTIONS:

- **Submitting Posters:** Due to the virtual nature of the poster session, **please submit your poster to me by 5:00pm Monday September 21st.** We need them in advance so that we can check how they display on screen. In addition, for those in the award competition, we will need to send your poster to the judges so that they can review it and be ready for your presentation the day of the event (see below).

- **Dimensions:** Build your poster using a powerpoint poster template. I would size the poster to typical dimensions used at the symposium (≈ 3 feet tall by 4 feet long), as your university may still want printed versions of your poster for display at your institution at a later date.

- **Symposium Day:** You will be assigned your own virtual Breakout Room during the poster session; the link to your room will be provided closer to event day. The audience will be able to move in and out of poster session breakout rooms (similar to how the audience would walk around a poster session). Have a short summary (typically about 5 minutes) of your project prepared. At the beginning of the poster session, you will start with the summary and then take questions from participants. People will be coming and going, so you may periodically want to repeat the summary as your audience turns over.

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