

UNDERGRADUATE RESEARCH AND SERVICE CELEBRATORY SYMPOSIUM

Instruction Sheet for Oral Presentations

Thursday, August 15, 2019
University of Delaware
University of Delaware ISE Lab

Length of Talk: 10-12 minutes with 5 minutes for questions (the time it takes to read 5 or 6 typed and double-spaced pages).

Day before Symposium on August 14

Please come to the ISE lab between 3:30 and 5 to upload your presentation onto the computer that will be assigned to your room. This is the time to check to make sure your presentation loads correctly and any video and sound bites that you have added to your Power Point actually work. Please remember that even if all technology fails on the day of the event – you are still responsible for presenting your research. Be prepared.

Day of the Symposium on August 15

Arrive at the ISE lab by 8:00 a.m. Stop by the registration table to pick up your nametag, lunch ticket and ice cream coupon. Concurrent Oral and Poster Sessions will begin at 8:30 a.m.

As a Scholar, you are expected to be in attendance the whole day. Before and after your session you are free to visit the poster session or other talks. In addition to your talk, your contribution is to help to ensure that all presenters of talks, posters, and exhibits receive good questions and thoughtful responses to their work.

Presenting Your Talk: You are part of a panel and therefore are expected to sit with the other presenters in the first row of the room and to remain present for the entire session. The faculty moderator will introduce each of you and facilitate questions from the audience. The program assistant in the room will assist with technology and keep the session on schedule.

You may wish to use slides or handouts, as appropriate. A computer, speakers and access to PowerPoint and the internet will be provided. If you have other software/hardware requirements contact Judi Smith (jkpsmith@udel.edu).

Dress: Business Wear

No jeans, shorts, sneakers or flip-flops.

Wear something that feels comfortable and makes you confident.

Dress pants or khakis, collared button-down shirts and ties, or a skirt and blouse or dress.