

SCHOOL OF SCIENCE, ENGINEERING AND HEALTH



19th Annual
April 29, 2022
In person & Zoom

Submitting a Presentation:

- Students may present a talk, poster, or both formats.
- All presentations—of either format—**must be initiated online by a research mentor or faculty sponsor** by the Initiation deadline (March 4th).
To initiate Presentations, visit... www.messiah.edu/SEHsymposium
- All abstracts (250 word limit) proffered to the Symposium will be published in the Program & Abstracts Booklet.

Symposium Deadlines:

A **three-phase series of deadlines** is designed to permit coordinators to begin timely orchestration of this all-day event, while maximizing research time and delaying the submission of final titles and abstracts as long as possible. Please note that deadlines will be enforced and incomplete submissions risk removal from the final program.

INITIATION DEADLINE – FRIDAY, MARCH 4TH

- **Faculty mentors must initiate all Projects** and specify the **Primary Contact** (typically the main presenting student).
- **Presentation Type** (talk, poster, or talk & poster) must be specified
- **Session Category** must be specified

AUTHOR & PROFILE DEADLINE – FRIDAY, MARCH 25TH

- Names of **all authors/contributors**
- Completed **Profiles** for all contributors

SUBMISSION DEADLINE – WEDNESDAY, APRIL 6TH

- Title
- Abstract (250 word limit)
- Financial Support
- IRB or IACUC Approval No.
- Final order of Authors.* *Drag names into their proper order.*
- **Final approval** of sponsoring faculty mentor

Faculty Sponsors who wish to have the abstract listed with their name in the Program Index, must be included as an author on the abstract.

Instructions for Oral Presentations:

PLANNING YOUR PRESENTATION:

The Symposium will be held in person in venues throughout Kline Hall of Science, The Jordan Science Center, and Frey Hall, and all presentations will be simulcast via Zoom.

Talks should be designed for a maximum of 15 minutes, with an additional 3-5 minutes for questions. Double-length presentations (typically reserved for co-presenters) must be approved in advance by contacting the Symposium coordinators by March 25th.

SUBMITTING YOUR POWERPOINT FILE:

1. During the week prior to the Symposium, presenters will receive an email with final Symposium schedule and the name of their **Session Chair** – the faculty member introducing and running your session.
2. Presenters must submit their **completed PowerPoint files** to their **Session Chair** as follows:

BEFORE 7:00 AM the day of the Symposium for all *morning* presentations

BEFORE 11:00 AM the day of the Symposium for all *afternoon* presentations

Two options for submission:

- 1) Email the file (if less than 5MB) or bring a USB flash drive to the Session Chair.
 - 2) A faculty mentor may save the presentation to the network folder from which it will be accessed during the Session.
3. Please **name your PowerPoint** file using the following format: “**## - Lastname**” where “**##**” is the number assigned to the presentation in the *Symposium Program*. Use only the last name of the first presenting author listed in the Program.

PRESENTING YOUR TALK (Simultaneously In person AND by Zoom):

1. Presenters **must check in** with their Session Chair 5-10 minutes **before the start** of the **Session**.
2. Presenters will be provided with a laser pointer and (in some venues) a remote for advancing PowerPoint slides. Ask the chair to demonstrate its use when you check-in.
3. Your session chair is tasked with keeping the meeting on schedule and synchronized with other concurrent sessions. All oral presentation blocks are only 20 minutes in length (total). This means speakers *must* deliver their presentations, answer questions, and allow for change over to the next speaker **within** 20 minutes. Presenters should plan their oral presentations to last approximately 12 to 14 minutes (15 minutes absolute maximum) to allow for questions afterwards.
The session chair will have color-coded time cards (yellow = 12 minutes; red = 15 minutes) to warn presenters accordingly.
4. For the sake of etiquette, presenters should plan to be in their session venue throughout the entirety of the session, including any presentations that precede and follow them.

Instructions for Poster Presentations:

VIRTUAL & In person POSTER SESSIONS THIS YEAR!

1. Natural Science and Allied Health Posters will be presented as mini talks during specially dedicated Zoom sessions. Engineering posters will be presented in person, but following COVID-complying spacing and masking.
2. Construct your poster (see guidelines below) as if it were going to be printed.
3. Prepare three slides that will allow you to focus on sub-sections of the poster during a short talk.
4. The poster and slides will be displayed while you give your brief talk by Zoom.

FORMATTING YOUR POSTER:

1. Posters should be sized 42 inches wide by 32 inches high. (Allows for printing for display purposes after the Symposium.)
2. Larger format posters must be approved in advance by contacting the Symposium coordinator(s) by March 25th.

PRESENTING YOUR POSTER (on Zoom):

1. Be ready to join the **Poster Zoom Session** at least 15 minutes ahead of the published starting time.
2. ***Be prepared*** to give a **2-4 minute guided walk-through** of your poster. Use your poster (and the three additional PowerPoint slides) to support your talking points.
Like a longer oral presentation, be sure to address...
 - Why is the research/project important?
 - What was your goal or hypothesis?
 - What was the experimental design?
 - What were your results and major conclusions?
3. Poster presenters will be grouped into Zoom Rooms. Each speaker will present in turn; the remainder of the time will allow for questions from guests.

Questions?

Special formatting requests, scheduling concerns, or Symposium questions may be directed to:

Dr. Larry Mylin (lmylin@messiah.edu), Symposium Coordinator

Dr. Tim Van Dyke (tvandyke@messiah.edu), Engineering Coordinator

Website questions may be directed to:

Dr. Scott Weaver (sweaver@messiah.edu)