Graduate student research forum

Guidelines for Oral Presentations

Thank you for submitting an abstract for an oral presentation at the Penn State College of Medicine Graduate Student Research Forum. The morning oral presentation session is scheduled to run from **9:00 AM til 10:30 AM**, and the afternoon oral presentation session is scheduled for **1:30 PM til 3:00 PM**.

During your assigned session, you will be asked to sit in the front row of LRA. This will make going from speaker to speaker an easy transition. Prior to forum, a master list will be sent out so that the order of oral presentations is known. Additionally, LRA will be open for practice on **February 29 and March 1, 2012 from 3:00 PM to 6:00 PM.** This will allow each student the opportunity to load his/her slides onto the computer to ensure the slides are compatible with the apparatus in LRA, and to practice his/her presentation. A sign up sheet will be sent for these practice sessions closer to forum.

The following guidelines apply to all oral presentations:

1. Oral presentations will last no longer than **15 minutes**. Students will be asked to stop at 15 minutes. DO NOT GO OVER YOUR TIME!

2. After each oral presentation a 5 minute question session will begin.

3. Have your final presentation ready and loaded onto the LRA computer at 8:00 AM for morning oral presentations and 12:30 PM for afternoon oral presentations. There will be someone to assist you if you are having trouble uploading your presentation.

Additional suggestions:

1. Your slides should be legible for everyone. Remember, LRA is a big room. Try larger fonts, and make sure all pathways, pictures, and figures are the appropriate size.
2. Use a font that contrasts sharply with the background; light color backgrounds with dark fonts are easy to read.
3. Remember to project your voice, and speak slowly! We all want to be able to understand your great research!

Forum 2012 Co-Chairs

Cody Weston, Shang-Min Zhang, Shane Lloyd and Carolyn Pritchett