14th Annual Research Symposium Abstract, Poster, and Oral Presentation Guidelines

Creating Your Abstract

Abstracts should only be submitted in collaboration with a faculty mentor, who will be named on the abstract. Students may only present once during the symposium, and only one abstract per study is permitted. For students working on a research team, the primary researcher is the only person who should submit the abstract. Co-presenters may be listed after the primary researcher's name. While all research collaborators may be listed on the abstract, research teams are limited to two presenters.

Abstracts must contain *no more than 300 words* and should summarize the background for your research, research hypothesis, methodology, the results you have obtained (if you have any at this time), and their significance. Abstracts will be evaluated for conciseness, accuracy of the work described, grammar and spelling. For citation formatting, special attention should be paid to the style you are using (i.e. APA, MLA).

Please follow the following guidelines when preparing your abstract:

- Document Type: Microsoft Word Document
- Title: Centered, 14-Point Arial Font, Bold, Upper and Lower Case
- Authors' Name(s): Centered, 12-Point Arial, Underline Only the Presenting Author's Name. Advisor/Mentor's Name Should be Listed Last
- Affiliation(s): Centered, 12-Point Arial, Department(s) and Name of Institution(s)
- Abstract Text: Left Justified, 12-Point Arial
- Word Limit: 300 Words or Less (excluding Title/Authors/Affiliations)

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Creating a Poster Presentation

Here are the guidelines for presenting in a poster presentation format:

- The poster should not exceed 3 x 4 feet.

- Place the title, author(s), department, university and mentor's name at the top center of the poster. If there is more than one author, identify the presenter(s) with an asterisk.

- The title should be in letters at least a 1/2 inch high. Materials will have to be read by attendees from a distance of 3 feet or more, so lettering on illustrations should be large and legible.

- Materials should be displayed in logical sequence (e.g. abstract, introduction, method, results, and conclusion or summary). This may vary by discipline, so check with your faculty mentor/advisor for guidance.

- Presenters are responsible for mounting their own poster during the 30-minute setup period prior to the opening of the session and for removing it as soon as possible after the session closes. You should remain by their poster during their assigned session judging period.

- Presenters should bring business cards or note contact information on the poster for follow-up questions and networking.

- If you plan to go to PVAMU's Center for Instructional Innovation and Technology Services), they offer large format printing on main campus for faculty conference poster presentations. For printing on Northwest Houston campus or the College of Nursing in the Texas Medical Center, contact our office on the main campus. Posters are printed on a first come first serve basis after the "***approved print***" * has been received from an official departmental sponsor (ODP). Faculty advisors/mentors need to submit posters at least two business weeks prior to the proposed delivery date. Normally posters will be printed within 10 business days. Only one poster per presenter can be accommodated. Here is the link for submission at the Center for Instructional Innovation and Technology Services: http://www.pvamu.edu/dlearning/poster-printing/

- Additional sources for printing your poster may include your respective college (e.g., Agriculture, Engineering, etc.) Check with your faculty mentor for instructions on printing.

Creating an Oral (PowerPoint) Presentation

Students making oral presentations will be organized into one-hour sessions. Graduate-level students may participate in the oral (or poster) presentation format. Undergraduate students who have presented a poster at a state, regional, or national conference may also submit for an oral presentation. At each session, a moderator will introduce the students and keep track of the allotted time. Faculty judges will also be present at each session.

Here are the guidelines for oral presentations:

- Arrive at your designated presentation site at least 30 minutes prior to your designated time slot.

- You will need to get a copy of your PowerPoint slides to the symposium team at least 48 hours in advance. The slides will then be uploaded onto the computer in the presentation room you are assigned. You must also bring a flash drive copy of your slides as a backup on the day of the presentation.

- Students will have 12 minutes for the presentation and 3 minutes for Q&A at the end of the presentations.

- Practice your presentation in advance so that you know it will be within the 12-minute mark.

Formatting Guidelines for your PowerPoint presentation:
- Make all text as large as possible; > 24 font, using same font style throughout.
- Exceptions: try to use font no less than 20 if possible for references or subtitles on graphs or pictures.
- Font: Arial or Times Roman.

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- Avoid a background with many lines, many colors, or many shades of one color.
- Make these as large as possible: Graphs, diagrams, pictures, etc.
- Make any text as large as possible.