

13th Annual Research Symposium

Presentation Guidelines

Abstract Guidelines

For more information on how to complete an abstract, as well as an example of an abstract, [view the Abstract Guidelines](#).

The majority of students participating in the Research Symposium will present in the poster presentation format, with the exception of all graduate-level. If you are an undergraduate-level you will present in the poster format. Graduate students can elect to present in the poster presentation format in addition to the oral presentation format.

Poster Presentation Guidelines

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

- If you plan to go to PVAMU's Office of Distance Learning (ODL), 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). Posters need to be submitted 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.
- The poster should not exceed 3 feet 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, and results or conclusion). 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.
- Presenters should bring business cards or note contact information on the poster for follow-up questions and networking.
- Presenters must remain by their poster during their assigned session judging period.

Oral Presentation Guidelines

Graduate-level students can participate in the oral presentation format. Here are the guidelines for oral presentations:

- Arrive at your designated presentation site at least 30 minutes prior to your designated time slot.
- Students will have 15 minutes to present 12 minutes for the presentation and 3 minutes for questions from the judges.