

# **Presentation Guidelines**

## **Oral Presentations**

Oral presenters should plan for a 12-13 minute oral presentation and allow 4-5 additional minutes for questions. The 17 minute time limit for presentation and questions will be strictly enforced to keep on the conference on schedule.

Oral presentations are held in technology classrooms, which contain a Windows computer that projects onto a large screen. Each Windows computer is configured with Windows XP and Microsoft Office 2007, including Word, Excel, and PowerPoint. Presenters must bring any digital presentation materials on a USB flash drive and/or CD/DVD. We strongly recommend that presenters bring a backup of their digital presentation materials on a second USB flash drive or CD/DVD, or overhead transparencies, in case their primary digital memory device does not work.

The recommended format for presentations is Microsoft PowerPoint 2007 (.pptx), although files saved in , although files saved in older versions of PowerPoint should be compatible. Presenters should arrive at their classroom prior to the start of each session to ensure that their USB flash drive and/or CD/DVD opens properly on the Windows computer provided. The classrooms will be available for presenters to practice their presentations prior to their session.

## **Poster Presentations**

Poster presentations must be prepared in advance. Each presenter will be provided with double-sided tape. The presentation title must be at least two inches high. Beneath the title, the name(s) of the student author(s), faculty sponsor, and school or institution must be at least one inch high. Presenters should arrive at their designated poster spot prior to the start of each session.