2014 ENGR12 Sustainability Conference
Frequently Asked Questions (FAQ)

1. What version of Power Point will be available on the computers used at the Conference? 
ANS – Power Point 2013 is the version used.

2. I have animated slides that require a special program to run. Can I bring in my laptop and hook it up to the projector to run my presentation? 
ANS – Yes/No. You can bring it, but if it doesn’t work, tough. You are “stuck” with the equipment here. The equipment is limited to standard Microsoft Office software. To see if your slides will project correctly, you can check your slide show on the computers in BEH G34.

3. My presentation has sound. Will there be sound hookup? 
ANS – Yes/No. A cable to the classroom sound system is included, however, it might not work. If you have sound I suggest you take your laptop into the classroom assigned to your paper and check it out. Make sure a class is not in session. Students are prohibited from bringing in and utilizing their own such equipment such as speakers.

4. Will remote-controlled “slide advancers” be supplied or must the students’ manually advance their Power Point presentation slides? 
ANS – No. A mouse connection to the computer will be available for the students’ to advance their slides, but no remote-controlled “slide advancers” will be provided. Slide advancing must be done manually by the student. It is recommended that, when one partner is speaking, the other partner be in charge of advancing the slides.

5. Where will the conference be held? What time is my session? In what room is my session being held? 
ANS – The Freshman Conference will take place in Benedum Hall. The specific times and room assignments for the various sessions are found on the web at the ENGR 12 home page. Go to http://engineering.pitt.edu/Freshman/Conference/Conference_Sessions/

6. Must I attend all of the sessions or can I leave after my presentation is done? 
ANS – Each student, unless otherwise excused, MUST be at the Conference all day. This includes attending/participating in each of the three sessions and attending the awards presentations. Each student must be at Benedum Hall by 8:30 am Saturday morning and must stay until the last session ends at 4:00 pm. If you are not giving your presentation in a session, you must choose one of the sessions within that time block to attend.

7. Will attendance be taken at the Conference? 
ANS – Yes. If you “leave early” or “show up late” and miss a session unexcused, then your grade will suffer the consequences.
8. I have to attend another event (ROTC, crew trip, fill in the activity) in the afternoon. How will I get credit for attending the sessions if I cannot be there?
ANS – If you have another event you must attend in the afternoon or in the morning, get a signed letter from the person in charge saying that you will be attending the other event. For example, those individuals involved with ROTC activities this Saturday must get a letter signed by an officer in the ROTC office. Those students involved in sports would get their letter signed by their coach. Individualized letters are not required; one signed letter listing all participants in a particular activity (ROTC, crew, etc.) is required. The letters are to be turned in to Dan Budny by the week before the conference.

9. Will microphones, laser pointers, or other ancillary equipment be provided?
ANS – No. “Extra” equipment such as this will not be provided. If you want to bring your own laser pointer, manual folding pointer, or other such devices for your use, you are welcome to.

10. Will there be an opening and/or closing session that everyone must attend?
ANS – Sort of. There will be no opening session; Session #1 begins the Conference. Everyone, however, must attend the awards ceremony.

11. Can students set up booths or displays about their topics?
ANS – No.

12. What are the exact time limits for the presentations? How far can I go under- or over-time?
ANS – Each student group is given a maximum of 15 minutes for making their presentation with an additional 2 minutes for questions-and-answers. DO NOT GO OVER 15 MINUTES!!! Each session chairman is instructed to “cut off” a group’s presentation at the 15 minute mark whether the group is finished or not. On the other hand, each presentation should be at least 14 minutes long. Realistically, each group should probably plan for a 15-minute presentation. Planning for a 15-minute talk will give the group ± 1 minute in case they are running over or under time. Remember, too, each group member should speak for roughly the same amount of time (≈ 7 – 8 minutes).

13. What is the dress code for the conference?
ANS – Dress should be business/professional attire. This means that gentlemen should wear suits/shirt and ties, sport coats are not required but are permitted. Do not go buy a sports coat just for this event. The ladies should wear nice dresses, pant suits, or something similarly appropriate. Some of you might not have the clothing listed above. In this case, do the best you can. This means no jeans, no tennis shoes, no T-shirts, etc. Gentlemen must wear at least a dress shirt with tie and nice pants. Ladies must wear a nice dress or skirt/dress pants with blouse and dress shoes.