CONFERENCE PRESENTATION ASSIGNMENT

Summary Presentation: Completing the process by presenting your findings

This assignment is basically the same as what you did at the end of last semester. For this assignment you will make two power point files. The first presentation is the traditional ppt file with multiple slides. The second is a poster presentation.

Saturday Presentation

The traditional presentation should be approximately 15 minutes long, with a minimum of 15-20 slides. See the presentation schedule on the conference web site. Use enough slides to convey your paper contents, but not so many that you must rush through them to complete the presentation in 15 minutes. Since each paper has 2 authors it is suggested that they share this time equally. Either each author gets a separate 7+ minute talk or they both talk using a "tag team" approach. Tag team presentations are very hard to do correctly, thus we suggest you split the time equally and each talk for 7+ minutes.

There are only a few requirements for the presentation:

1. Every presentation must begin with an introduction slide that includes the name of the paper and the names of the authors,
2. Every presentation must end with a conclusion slide that summarizes the main points of the talk,
3. The number of slides is whatever is required to convey the main points of the talk, but should be a minimum of 15 slides,
4. The slides should not just contain text. Use tables and graphs to display numerical data instead of text. Some of the slides should have images. Instead of long paragraphs of text, summarize the information into lists.
5. Make sure you can read the text when it is presented onto the overhead screen. Check font size and color combinations. You can use the instructor computer in room Benedum B02 to test your presentation.
6. The purpose of this presentation is to summarize the writing assignments for this semester. One simple procedure in creating the ppt file is to use your section headings in your paper as heading on each power point slide.

Poster Presentation

Basically, there are two types of professional presentations. One involves standing in front of a room and talking through a number of slides. This is what the first part of this project deals with. The second type of presentation, is a poster. The purpose of these presentations is for the poster to act like a piece of art work that people read by themselves. Typically the author does not discuss this type of presentation. The content of the poster stands on its own. Walk around the building and review the various posters so you get an idea of what is required. When you are done the poster should tell a story by itself.

This task is to summarize everything into one poster slide. Design the slide so the size is height 24 inch x width 36 inch (Use the ribbon tab: Design/Page Setup). This will be explained in class.
- Make sure your name is on the poster.
- Make sure a title is on the poster.
- Do not use a dark colored background, white or off white backgrounds are the best. If you look at the posters mounted around the building you can see the difference a colored background and a light background. The light color is easier to read and much easier to print. Remember what you see on the computer monitor is much different from what it looks like on a large sheet of paper.
- Have at least one image on the poster
- Have at least one table on the poster
- Make sure there is at least ¼ inch border on the edge
Submit your slide presentation as your paper number.ppt (for example, 1234.ppt or 1234.pptx). Print out your poster and give it to your co-chair. Use the print to fit page option in the print setup window before you print the poster.