STARK STATE COLLEGE STUDENT SYMPOSIUM – CELEBRATING EXCELLENCE

The Stark State College Student Symposium is a one-day event celebrating the academic achievements and technical skills of our students and local high school students. The Symposium will showcase the students' faculty-guided, in-depth research, capstone projects, scholarly work, creative activities, or STEM projects.

By presenting at this Symposium, you will be able to:

- present in a professional event
- develop skills in public speaking, abstract writing, and professional communication
- build your resume as a participant in a scholarly event
- explore opportunities at Stark State College

THE ABSTRACT GUIDELINES

The abstract summarizes the contents of your entire oral/poster presentation. The abstract provides an opportunity for you to draw an audience to your presentation, so try to make the abstract both interesting and informative. Abstracts will not be proofread, so you are strongly advised to ensure there are no typing errors.

Your abstract of 150 words (no less than 100 words) should describe the major result or point of your presentation. The abstract should not contain incomplete sentences, references to other literature, images, illustrations, figures, tables, graphs, abbreviations, jargon, or terms that may be confusing to the reader. You are required to consult with your course instructor or project supervisor for advice on writing your abstract. We recommend visiting the writing center to get more help.

The Art and Humanities abstract may include an overall description of the topic explored; the theoretical, historical, or methodological framework used; an outline of the main argument(s); and a brief summary of the conclusion(s).

The STEM (Science, Technology, Engineering, and Math) abstract may include the overall purpose of the study and the research problem(s) investigated; the major findings or trends found as a result of the analysis; and a brief summary of the interpretations and conclusions.

THE POSTER PRESENTATION GUIDELINES

It is the responsibility of participating students or clubs to create posters for the poster sessions in consultation with their advisors or instructors. The poster presentation must cover the material as cited in the abstract. We strongly encourage you to use one of the *Poster Presentation Templates* provided for the poster presentations. These templates can be downloaded from the symposium webpage: https://www.starkstate.edu/symposium/

All posters will be displayed in M100 throughout the Symposium. Poster presenters should plan to be at the poster session to present their materials and answer questions about their projects.

Poster Removal: Posters must be removed by presenters by 1:30 p.m. Posters remaining after this time will be removed and recycled.

Consider the following tips when designing your poster presentations:

- Use consistent style throughout your presentation. Define different sections clearly.
- Include the project title, your name, and the name of your advisor or instructor in the title section/slide.

- Use headings of reasonable size (larger than the text) to identify the start of each major section.

- Use a minimal amount of text containing short, easy-to-read sentences. Generally, more graphics and less text is preferable!
- Use white or light colored backgrounds and dark colored text. Dark solid colors can be used for titles. Different light-colored backgrounds can be used to delineate sections. Avoid using very dark and solid color backgrounds.
- Posters must be readable from at least two feet away. The provided templates are set up so as to meet this requirement. Use high-resolution images for best printing results.
- Northern Arizona University provides poster templates and tips for academic poster presentations: https://nau.edu/undergraduate-research/poster-presentation-tips/

Poster Layout

Option I: Posters can **a single large poster printout** using PowerPoint™ slide templates provided. The size of the poster templates is set at 27" x 42". It is highly recommended that you have your poster printed at least three days before the symposium date. If you wait until the last moment you may end up paying extra for printing or find that you cannot get your poster printed. The cost of poster printing is the responsibility of the student.

Option II: You can also prepare your poster on a tri-fold poster board by posting a series of 8.5" x 11" **poster panels** using a PowerPoint™ slide template provided. You may print your presentation using your personal printer or on-campus color printing via bookstore. The main advantage of the poster panels is that each panel can be changed and reprinted at the last minute. Color printing is available on campus. Check SSC bookstore for price. Students should choose a white background if using this option.

THE ORAL PRESENTATION GUIDELINES

There is a 15-minute time slot allocated for each oral presentation. This allows 10 minutes to present and 5 minutes for questions. A room moderator will be assigned to each room to keep the talks within the time constraints and to trouble-shoot. Please alert your room moderator if any equipment is missing or if you have any questions or concerns during your presentation.

If you are giving a PowerPoint presentation, make sure that your presentation is on a flash-drive or can be retrieved via e-mail. See the attached infographic for **PowerPoint do's and don'ts.** We strongly encourage you to use *the Oral Presentation template* provided. This template can be downloaded from the symposium webpage: https://www.starkstate.edu/symposium/

Consider the following tips for your presentation:

- Know the time and location of your session. We strongly encourage you to visit the room prior to your talk so you have a sense of the space.

- Arrive at the assigned room as early as you can and set up quickly to allow your presentation to start on time.

- Make every effort to look at your audience and engage them in your presentation.

- Practice the presentation to ensure that you can communicate well in the symposium format. Ask help from your advisor or instructors.

- Prepare yourself for questions. Do not be afraid to say "I don't know" or "That's a point I hadn't considered."

- End your presentation on time.

GENERAL INFORMATION FOR ALL PRESENTERS

On-Site Check-In

Please register in the morning, and let us know you have arrived. All presenters are required to check in at the on-site registration desk. The tentative Symposium Schedule is available online at: https://www.starkstate.edu/symposium/

The entire program for the Symposium will be available at the same link when it is complete. Please check the site above to find out information on the keynote speaker, the names of the presenters, and the time and location of the demonstrations and presentations.

Co-Presenters

If you are not the sole presenter for your session or workshop, please contact your co-presenter(s) to confirm their availability for the day and time stated in your acceptance email.

Attire

The day is modeled after professional conferences, so your attire should reflect that level of professionalism. Business casual is recommended.

Professional Courtesy

Please keep in mind that, when you submit an abstract for a paper or poster, you are committing to making a presentation at the Student Symposium. Backing out of a presentation at the symposium is discouraged in the academic world, except in cases of absolute emergency.