**Presentation Guidelines for ACRoSS**

1) Only students are allowed to present at ACRoSS. Faculty mentors should introduce the students to the audience and may help during the question and answer period following the presentation.

2) Each group presenting should keep their total presentation time to around 15 minutes. At the end of the presentation each group will have approximately 5 minutes for questions from the audience.

3) The purpose of the ACRoSS presentations is to give the audience a **general** idea of what you are planning to do this summer or what you have already accomplished.

4) When planning the content of the presentation it would be best if someone gives a very general overview of the project(s) that is/are being conducted (e.g. why is this research important? how does this research fit into a larger picture? where is this research going next? etc.) followed by information on specific projects. When presenting your specific projects do not give us too much detail on the methods.

5) When designing the PowerPoint presentation, be sure to use large font so folks in the back of the room can read your slides. Graphs, tables, and diagrams should also have large font. Where appropriate, use images to describe your project. Also, for the folks in the back of the room, have important graphs, figures, or text toward the top of your slides.

6) Try to reduce the amount of text on the slides as much as possible. It’s better to have a bullet list of items rather than a large paragraph to read. For PowerPoint, it’s okay to have sentence fragments in your bullet list.

7) You should acknowledge the specific funding for your summer in your “Acknowledgement” slide at the end of your talk.

8) I will bring a laptop with Windows. All you need to bring is your PowerPoint file on a flash/thumb drive. Although the laptop will have wireless connection to the Web, I would not count on this connection so don’t plan to download your file from your email account. If you want to show videos or images from the Web, download these first and store on your flash drive prior to the presentation.

9) If you want to use an Apple laptop you will need to bring your computer with you and the appropriate cables to connect to the computer projector.

10) I will have a laser pointer available for you to use.

11) You will need to use the podium or hand-held microphone when presenting. Even though you think you can talk loudly, folks in the back of the room cannot hear you without a microphone.

12) Let me know if you have any questions about the presentations. Have fun and remember, you are the experts on your specific topic. Your job is to “teach” us about what you are doing this summer.

13) When trying to decide on how much detail to put into the presentation, a good rule would be to ask “is this understandable to folks in the audience from the Alumni Office or Admissions, or students and faculty outside my discipline?”