

## 35<sup>th</sup> Annual Medical Student Research Day

Thursday, September 27, 2012

Noon – 8:00 p.m.

Bressler Research Building (BRB) and Medical School Teaching Facility (MSTF)

### Guidelines

The Office of Student Research (OSR) in the Dean's Office and the Alpha Omega Alpha (AOA) Honor Society have sponsored Medical Student Research Day (MSRD) for over 30 years. MSRD is a proud tradition for University of Maryland's medical students to present their research accomplishments to the school and the campus. The presentations are judged, and competitive prizes are awarded in recognition of outstanding research and presentations.

#### Eligibility

All medical students currently attending University of Maryland School of Medicine are eligible to participate in MSRD. To be eligible for presentation and competition, the **research** must have **occurred within two years from the date of MSRD** regardless of the location of the research and must **not** be **part of dissertation research**. The content of the research must be related to biomedical fields. Clinical case presentations are eligible.

#### Abstracts

To present and compete at MSRD, participants must submit an abstract for their presentation through the online [Abstract Submission Form](#) by **Wednesday, September 19, 2012 11:59 p.m. EST. No exceptions will be made.**

- The form will be open starting Thursday, September 13, 2012.
- Examples of abstracts from past years can be found in past MSRD abstract booklets. Past booklets can be found on the MSRD Website Under "Past MSRD."
- Be prepared to provide information regarding your presentation including your choice of oral or poster presentation, the title, the names of your Research Mentor and any co-investigators who will be included on the abstract and their institution, department, and division, the subject area of your research, and any equipment needed.
- Co-presenters will submit a single entry.
- A confirmation email containing the submitted information will be sent to the email of the presenter (or first presenter, if co-presenters). Make sure the email address you enter is correct.
- Carefully review your submission prior to clicking the "Submit" button.
- You will have an opportunity to proofread your submission prior to the final program. Changes to your abstract can be made **only** during this period. **Requests to revise your abstract outside of the proofreading period will be denied.** You will be notified of the time frame by email.

### Format

- The title should be short and concise and not exceed 20 words.
- The content of the abstract should be written in the form of a single paragraph and should not exceed 300 words. Abstracts containing more than 300 words will be rejected.
- The abstract must contain all the elements of a report: background, specific objectives, methods, results (if available), and conclusions. Use brief statements addressing these elements. Do not include labels (*e.g.*, "Background," "Methods"). Do not use "The results will be discussed" for the results and conclusions.
- Adequately identify any chemical compounds used.
- You may want to use a word processing software to write the abstract and then copy and paste the text into the submission form. The abstract text field of the online submission form does not support certain special characters (*e.g.*, italics, subscripts, superscripts). If the abstract includes such characters, in addition to submitting the text of the abstract in the text field, you must also attached the abstract, including any special characters, as a MS Word file (.doc or .docx) through the form where indicated.
- Tables and graphics should not be submitted as part of your abstract. You can include them in your oral or poster presentation.

### Approval

- Abstracts must be written by the Trainee and **approved by all co-investigators** prior to submission.
- Trainees and Research Mentors are responsible for all content and editing.

### Manner of Presentation

You may present either an oral or poster presentation. In deciding between the two types of presentations, consider some of the differences between them.

Oral Presentation	Poster Presentation
Available only for the scheduled 15 minutes.	Available for viewing and discussions throughout the scheduled session.
One presentation, completed after 15 minutes.	Likely repeated presentations throughout the session.
Only limited number of presentations can occur concurrently, one per room.	More posters can be presented in the same time and space.
Undivided attention from an entire room of audience.	Likely interact with a small group of audience at one time.
Follow order of scheduled presentations.	Timing and frequency depend on audience.

## Oral Presentations

Oral presentations may be given using PowerPoint presentations only. No other audiovisual medium or software will be used to aid the presentations.

### General

- All PowerPoint presentations must run on the Windows-based operating system on the computer provided at the event location. No personal laptops will be used.
- Prepare your presentation as a single PowerPoint file to run on a PC-compatible computer with Microsoft Office version 2007 or later.
- Save your file as a PowerPoint file (.ppt or .pptx), not as a PowerPoint Show (.pps or .ppsx).
- Your presentation ID will be provided by email. Label your PowerPoint presentation file using your presentation ID, last name, and first name in the format [xxx.Lastname.Firstname] (e.g., "O10.Smith.Joe").
- You must email a copy of your PowerPoint file to [StudentResearch@som.umaryland.edu](mailto:StudentResearch@som.umaryland.edu) **by noon the day before the event**. Use as the subject of your email "MSRD PowerPoint – [xxx.Lastname.Firstname]." Additionally, bring a copy of the file to the Forum on a USB media storage device.
- **Bring a hard copy** of your presentation on paper and any notes in case of technical issues.

### Time

- Each presentation is limited to a **maximum of 15 minutes** including time for questions and discussion. Time will not be extended for any reason, including technical problems. Your PowerPoint file will be pre-loaded on the desktop of the presentation computer.
- Plan for 11-12 minutes for your presentation and save 3-4 minutes after your presentation for brief questions and discussion. Use the first 2 minutes to introduce the subject matter of your research and the next 1 minute to explain the methods. Your results will occupy the majority of the remaining time. Leave 1 minute at the end of your presentation for summary and conclusions.
- Close your presentation when finished.
- A moderator will keep time for you and note the time remaining at 5 minutes and 1 minute and the end of your time. Please respect the time allotted for the presenter or presenters after you.
- Time will be kept strictly. If the presenter before you finishes with time remaining, you will wait until your scheduled time to begin your presentation.
- Two or more presentations may occur concurrently in separate sessions located in different rooms.

### Content

- Effective slides should have a single, readily identifiable principal concept.
- Avoid information not directly supporting the principal concept.

- Avoid text-only slides with more than 6-7 words per line as they tend to be difficult to read.

### *Color*

- Slides with dark backgrounds (black, blue or other color) can excessively darken the room and often present problems displaying readable text.
- If you cannot avoid using a dark background, do not use **red, dark blue** or similar colored text on a dark background.
- If you choose to use a dark background, use **white, yellow** or other light-colored lettering.
- Do not use complex backgrounds. They distract the audience.
- White or light pastel backgrounds are preferred with dark lettering.
- Be aware that if you include very dark images with small areas of brighter colors as the highlight of your image, unlike a computer screen, the projection screen may only be able to display the dark portions of the image.

### *Fonts*

- San-serif fonts such as Arial, Helvetica and Verdana are more easily readable than serif fonts such as Times Roman and Courier.

### *Space*

- Keep slides simple with sufficient open space.
- An uncluttered appearance is essential for rapid comprehension of content at a glance.
- Keep sufficient space between lines of text to allow a clear division of the lines.
- Limit messages to 7 words per line and 7 lines or less per slide (7x7).
- Graphs or charts should be simple with large lettering and should have widely spaced axis marks.
- Tables should be simple, typically no more than 3-4 columns and 5-6 rows.
- If you can read the information on the computer at arm's length (~1 yard or meter), it is likely readable when projected. A font size of at least 18 point for the smallest important text is recommended.

### *Quantity*

- Try not to present more than one slide per minute (unless projecting several histopathologically or methodologically similar slides).

### *Presentation*

- The verbal content and the visual material should support and complement each other.
- Give the audience a moment to become oriented with each slide before continuing.
- Duplicate your slide if you refer to the same slide more than once instead of paging back to a prior slide.

### *Audience*

- Everyone enjoys an audience, especially if the audience is responsive and asks questions.
- Give your audience an opportunity to interact with you.
- Read the abstracts of other presenters and engage in their presentations.

### *Day of Presentation*

- Bring your PowerPoint file on USB storage device.
- Bring hard copy of presentation and notes.
- **Preview your slides** on the presentation computer before your scheduled time. Arrive early or check during lunch.

## **Poster Presentations**

You may use an arrangement of multiple 8<sup>1/2</sup>"x11" printouts or a single large format photographic poster. Poster boards provided have a usable surface area (cork board) of ~5' wide by 3' high. The Office of Student Research does not provide funds for producing posters.

### *General*

- Posters should be readable by viewers 5 feet away.
- The message should be clear and understandable without oral explanation.
- Prepare your poster or printouts days in advance. If you plan to produce the single-sheet poster, contact the printing office you plan to use to find out their fees and turn-around time. If you use the School of Medicine's [Photo & Graphics Group](#), keep in mind that they may receive many requests near the same time from your fellow presenters.

### *Initial Sketch*

- Plan your poster early and focus your attention on a few key points.
- Try various styles of data presentation to achieve clarity and simplicity.
- The use of color may help significantly.
- Consider carefully what needs to be expressed in words vs. graphics.
- Utilize headlines and text topics to attract attention.

### *Rough Layout*

- Enlarge your best initial sketch, keeping the dimensions in proportion to the final poster.
- Ideally, the rough layout should be full size; a blackboard or dry eraser board is a convenient place to work.
- Print the title and headlines. Indicate text by horizontal lines.
- Draw rough graphs and tables.
- This will give you a good idea of proportions and balance. If you are working with an artist, show the poster layout. Ask colleagues for comments. This is still an experimental stage.

### *Final Layout*

The artwork is complete. The text and tables are typed but not necessarily enlarged to full size.

Ask yourself the following.

- Is the message clear?
- Do the important points stand out?
- Is there a balance between words and illustrations?
- Is there spatial balance?
- Is the pathway through the poster clear (left to right)?

### *Balance*

- The figures and tables should cover slightly more than 50% of the poster area.
- If you have only a few illustrations, make them large.
- Do not omit the text, but keep it brief.
- The poster should be understandable without oral explanation.

### *Topography*

- Avoid abbreviations, acronyms and jargon
- Use a consistent font throughout. An 8<sup>1/2</sup>"x11" sheet of paper photostatically enlarged 50% makes the text readable from five feet.

### *Eye Movement*

- The movement (pathway) of the eye over the poster should be natural - down the columns or along the rows.
- Size attracts attention.
- Arrows, pointing hands, numbers and letters can help clarify the sequence.

### *Simplicity*

- Resist the temptation to overload the poster.
- More material may mean less communication.

## **Advice for Both Poster and Oral Presentations**

Whichever manner of presentation you choose, oral or poster presentation, planning and experience will make your presentation clear, effective, and rewarding. Practice by yourself and with an audience using your final PowerPoint presentation or prepared poster.

### *Reminders*

- **Proofread** extensively.
- Introduce yourself first during the presentation.
- **Acknowledge** those who have helped you with your research.
- Include all **sources of funding** for your research.
- Have fun and enjoy the Forum.