

Student Research Forum

Friday, August 5, 2011
8:00 – 5:00 p.m.
BioPark Life Sciences Conference Center
801 W. Baltimore Street

Guidelines

The Student Research Forum is an annual event in which high school, undergraduate, and doctoral students present their summer research to their peers in a formal setting. Participation in the Forum is mandatory for all funded (partially, wholly, directly, or indirectly) summer research trainees! Trainees are expected to be present for the entire event.

Abstracts

All abstract forms MUST be submitted via the abstract submission website by Sunday, July 31, 11:59 p.m. EST. No Exceptions!

- Website: <https://adobeformscentral.com/?f=SbbTDH8KdBYlQRyjIY0JDA>
- Examples of abstracts from past years can be found on the Office of Student Research website under “Student Forum – Prior Year Booklets”:
<http://medschool.umaryland.edu/osr/summer.asp>

Format

- Title should be short and concise and not exceed 15 words. Body text should not exceed 300 words and must contain all the elements (untitled) of a report (brief statements of: background, specific objectives, methods, results (if available), and conclusions. It is improper to substitute "The results will be discussed" for the results and conclusion.
- Adequately identify any chemical compounds used.
- Text should be a single paragraph.
- It is suggested that you copy and paste the text of your abstract from any word processing software. The electronic submission form does not support special characters (*e.g.*, italics, symbols, subscripts, superscripts, *etc.*) If your text will include such characters, you must send the original abstract as a Word file (.doc or .docx) to studentresearch@som.umaryland.edu. Any abstract that is emailed will still need to be sent using the electronic submission process.
- Tables and graphics may not be submitted but should be displayed in your Oral presentation.

Approval

- Abstracts must be written by the student and approved by all co-investigators prior to submission.
- You will have an opportunity to proofread your submission prior to its inclusion in the final program.

Presentations

Presentations may only be given as PowerPoint presentations. Due to space limitations, poster presentations will **NOT** be possible for this event. No other audiovisual medium (e.g., slide, video, or overhead) or software is allowed.

General

- All presentations must run on the Windows operating system provided at the conference location. The use of a personal laptop will not be allowed.
- Prepare your presentation as a single PowerPoint file to run on a PC-compatible computer with Microsoft Office version 2007 or newer.
- Make sure your PowerPoint presentation file is properly labeled with your presentation ID and last name (e.g. "O10.Warnick"). Your presentation ID will be listed in the program booklet available on the website prior to the event.
- Send a copy of your PowerPoint file to the OSR (StudentResearch@som.umaryland.edu) **24 hours before the session**. Additionally, bring one copy of your presentation to the conference on a USB media storage device or accessible via your own web-accessible local server.
- Save your file as a PowerPoint file (.ppt or .pptx) not as a PowerPoint Show (.pps or .ppsx).

Time

- Presentations are limited to a maximum of 15 minutes including time for questions and discussion. You will not be able to extend your time if you have technical problems during your talk.
- The first two minutes should introduce your subject; the next minute explains the methods. Your results occupy the bulk of the remaining time and you should leave the last minute for summary and conclusions.
- Remember, **someone presenting before or after you may have guests attending to hear them speak. Do not use their time for your talk.**

Content

- Presentations will be grouped by research area. Special accommodations can be made and will be allowed if appropriate.
- 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 usually are more difficult to be read easily by the audience.

Color

- Slides with dark backgrounds (black, blue or other color) darken the room excessively and often present problems with text.
- If dark backgrounds are unavoidable, don't use **red, dark blue** or similar text on a dark background as they do not project well.
- If you choose to use dark backgrounds, 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.

Fonts

- San Serif Fonts such as Arial, Helvetica and Comic Sans are more easily read than serif fonts such as Times Roman, Courier, *etc.*

Space

- Keep slides simple with sufficient open space.
- An uncluttered appearance is essential for rapid comprehension of content.
- Space between lines should be sufficient to allow a clear division of the lines.
- Limit messages to seven words per line and seven 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; under normal conditions this means no more than 3-4 columns and no more than 5-6 rows.
- If you can read the information on the computer at arm's length (one yard/meter), it should be readable when projected (and generally means a point size no smaller than 18 for the smallest important text).

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.

Audience

- Everyone enjoys an audience, especially if they are responsive and ask questions.
- Give them an opportunity to interact with you.
- Read the other abstracts and be there for others that are presenting.

Last Minute Thoughts

- Preview your slides before you present.
- **PowerPoint files should be emailed 24 hours prior to the presentation.** This will give us time to check your presentation's compatibility with the equipment and upload it prior to the start of the conference.