

ORAL PRESENTATION INSTRUCTIONS

March 17, 2009

Undergraduate Research Forum 2009 APRIL 15, 2009 SHRIVER CENTER

Things you need to do now

1. Review your record and advise me asap of any required changes

http://www.muohio.edu/oars/undergrad_research/ur_forum/schedule-oral09.php

2. By midnight March 31, 2009 send me a brief biography (50-70 words about you, your research interests and plans for further education or career plans).

Your session moderator will use this information to introduce you and your presentation.

3. Invite your advisor to attend your presentation, along with any other faculty or staff members who have supported your efforts!

4. Make sure your power point file will display properly on a standard projector.

Set your power point format as "display to screen" and limit the resolution to 1024 x 768 xga or less so it looks good projected on a screen. All powerpoint files will be displayed using MS Office 2007 on Windows computers (MacIntosh users make sure your file is compatible). The CIM lab staff (King Library 1st Floor, Room 112) can assist you with power point formatting. See available hours at: Center for Information Management (CIM)

<http://www.lib.muohio.edu/computing/cim.php>

5. Time your presentation

Oral session schedules are very tight with 3 individual 15 minute time slots running back-to-back during each hour.

Plan for the session moderator to use 30 seconds to introduce you. The moderator will keep time and let you know when to stop. Plan to present for 11-12 minutes and allow 2-3 minutes for questions from the audience. Plan on staying for the entire 45 minute time frame for your assigned session. This will help control traffic and it creates a respectful environment for other presenters. **All UR 09 Forum Oral presentations are in Shriver Center.**

Things you need to do on April 15, 2009

1. Dress for the Event: Business Casual

2. Check In at the UR Forum Desk in Shriver Lobby

Plan to arrive at Shriver at least 20 minutes prior to your scheduled session start time so that pick up your name tag at the UR 09 Forum desk in Shriver Lobby

Go to your assigned session location during the 15 minutes before the start of your session.

Check in with the session moderator

Check in with the technical advisor and load your power point to the computer. You **don't** need to bring your own computer. As a backup precaution you are encouraged load the final version to your M drive in case your flash stick does not work.

3. Additional Considerations

Bring along any laser pointing device you plan to use.

Notify me before the event if you need to hook up anything to the laptop other than a flash drive or CD.

I look forward to meeting all of you at the forum.

Martha E. Weber, M.S.

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www.muohio.edu/undergradresearch

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