GENERAL GUIDELINES FOR PRESENTERS AND ATTENDEES
SUMMER RESEARCH SYMPOSIUM (SRS)

HOW TO PREPARE FOR THE DAY?
Most students are new to events such as the SRS. It’s an exciting event filled with people who care deeply about the projects they are presenting. However, it can also be overwhelming as a first-time presenter/attendee. Ways to prepare and what to expect during the day of the event are below:

Arrival:
- Presenters should arrive 15-20 minutes prior. This allows enough time to locate parking, check-in, and locate your poster.
- Be sure to check out work completed by your peers.
- Attendees may arrive between the start of the event at 10:00am until 11:30am when the event is winding down.

Attire:
- Presenters should wear a business formal or business casual outfit because when you look good, you feel good going into your presentation.
- Attendees may dress casually.

Attendees:
- If you see a presenter without an audience – go find out what that project is about!
- When you approach a display or poster presentation, please introduce yourself and ask the presenter to explain the project.
- Ask questions especially if the subject of the topic is new to you. It is appropriate to ask how the presenter got involved or what the next steps are.
- Thank the presenter for the presentation.

Presenters:
- Know your material thoroughly. Remind yourself about those small details you left off the poster, so you may be able to bring them up for the judges.
- Practice and rehearse your speech at home, and in front of a mirror, your friends, family, or colleagues.
- Look pleasant, enthusiastic, confident, and remain calm. Speak slowly, enunciate clearly, and show appropriate emotions relating to your topic.
- Present your material in a format similar to a written research paper, with an INTRODUCTION (thesis statement) to BODY (strong supporting arguments, accurate and up-to-date information) to CONCLUSION (re-state, summarize, and logical conclusion).
- Do not read from your notes or your poster board for any extended length of time.
- Use this opportunity to receive real feedback about your performance by treating this experience as an actual professional or academic presentation.