OK-LSAMP
PRESENTATION GUIDELINES
OK-LSAMP Annual Research Symposium
Oklahoma State University, Stillwater

Poster Presentations:

- Identify your poster space by the *Abstract Number* shown in the Program Book.

- Limit poster size to *48"x36"*. OK-LSAMP has kindly agreed to print your posters for this Symposium at no cost. If you are having OK-LSAMP print your poster, one side **must be 42"** and electronic file provided by the registration deadline.

- Before you submit your presentation, be sure that your Faculty Mentor has reviewed and approved your poster.

- It is expected that the layout of the poster will include introduction, methods, results, summary and conclusion. The abstract may also be included.

- At the top of the poster, include *title, author(s), location where research was conducted, & funding source*. When designing your poster include the official NSF and OK-LSAMP logo beside the title or in the acknowledgements.

- **Posters should stimulate discussion. Keep text to a minimum. Consider the use of graphs, photographs, and other visual aides to help the viewer understand your project.**

- Make sure that posters can be read from at least 3 feet away. (72 point font is 1 inch tall.)

- Presenters *are required* to be at the poster during the full time allotted to the poster session and be prepared to address questions or comments.

- Pushpins will be provided for displaying posters. Velcro may also be used but not provided.

- You are responsible for taking down your posters at the <u>end</u> of the symposium.

- The attire is business casual. This means no jeans, shorts, t-shirts, or flip-flops. More details about attire may be found on page 2.

Oral Presentations:

- Refer to the Program Book for time and location of your presentation. The meeting room for the oral session will be equipped with screen, LCD projector and PC. Presentations must be brought to the session on a USB storage drive. Technical assistance may be available.

- Presentation should be organized into basic components of *introduction, methods, results, summary, and conclusion*. Be sure to acknowledge funding agency (or agencies) and appropriate individuals.

- Visuals (diagrams, graphs, charts, etc.) complement your presentation and should be simple and clear. Text should not exceed 5-8 lines per frame and 5-7 words per line. Upper and lower lettering is generally more legible than all upper case. Use a font, such as Arial, that is easy to read.

- Total time allotted for the presentation is 15 minutes. Students will have **ten minutes** to present their findings, with an additional 5 minutes for audience questions. Time will be strictly enforced. It is a good idea to rehearse your presentation with your mentor and anticipate questions likely to be raised.

- In making your presentation, be sure to speak *to* your audience and maintain eye contact.

- The attire is business casual. This means no jeans, shorts, t-shirts, or flip-flops. More details about attire may be found on page 2.

Business-Casual Dress

The American workplace is much different than it was five years ago: Everything from corporate structure and hiring practices to work schedules and compensation has been affected. But these important areas are not the only marked differences in today's changing workplace. The appearance of the American worker has changed as well. Not long ago, everyone from the most seasoned professionals to entry-level employees had a common understanding of appropriate business attire. Thanks to the creation of the "khaki culture" and increasing popularity of business casual dress, it's no longer that simple. So how do you dress down for work without looking like you're headed to the beach? Here are a few easy rules to live -- and dress -- by:

Consider Your Work Environment: If you're meeting with clients or having business lunches, err on the conservative side. It's a sign of professional respect, and you can save the khakis for a time when you'll be in the office all day.

Strive for Consistency: If you wear tailored and conservative outfits Monday through Thursday, Friday isn't the day to show up like you just rolled out of bed. No matter what industry you're in, consistency goes a long way in establishing trust and credibility with all your internal and external contacts.

Ask First, Dress Later: Show respect for both yourself and management by avoiding things like jeans, sneakers, hats and T-shirts. Some companies do take a more lenient approach to casual dressing, so be sure to check with your HR department or manager before showing up dressed for a barbecue.

Look Inside Your Closet: Finally, you shouldn't have to run out and buy an entire new wardrobe just for business casual days. Chances are you already own many of the items you need.

Applying Business Casual: So now that you've figured out the rules and banished your suits to the back of the closet, here are a few ideas to bring you into the business casual corporate culture.

For Women

- If your company's idea of casual isn't quite jeans and sweaters, pantsuits are the answer. Not only are they trendy, but they can be dressed up or down. Choose a dark neutral shade like black, navy, brown or gray and opt for pants with a bootleg cut. Pair them with a light sweater, and you'll be ready to go from your desk to a client meeting without a second thought.

- The most current dress style to own for work is a classic sheath, which is fitted to flatter the body's natural curves without being too tight or revealing. Pair it up with a cardigan or a blazer in the same fabric and color.

- Stock up on different tops to give your wardrobe a bit of versatility. Crisp, cotton shirts in white and hues like chambray and chartreuse instantly add a casual element to your dress pants or khakis. Cardigan twin sets are also an easy way to present a softer look while still looking professional.

- Jewelry, scarves and other accessories will add a polished touch to any outfit. Remember: Less is more.

For Men

- A sport coat instantly creates a pulled together look, especially in a business casual environment. It's also an ideal choice for client meetings or presentations. Pair up a black, navy blue or dark gray blazer with khakis or dark wool pants.

- In addition to traditional dress slacks, khakis, Dockers, corduroys, wool flannel and linen slacks are also appropriate for the office, either with or without a blazer. Just because it's casual day, it doesn't mean you can turn up in wrinkled pants. Be sure to iron them beforehand.

- Casual button-down oxford shirts are a great alternative to dress shirts, with or without a tie. Skip the loud prints like plaid, and opt for basic white, chambray or pinstripe.

- Shoes are an afterthought for many men, but unkempt footwear can ruin an otherwise polished look. Oxfords and loafers in brown or black are a good match for khakis or corduroys, but save the sneakers and hiking boots for the weekend.

http://career-advice.monster.com/business-etiquette/Cracking-the-Business-Casual-Dress-/home.aspx