

## Welcome to the 8<sup>th</sup> Annual College of Natural Resources Student Research Symposium

**Congratulations** on your participation in the CNR Student Research Symposium! We look forward to your presentation! This packet contains important information concerning the logistics of the symposium along with some helpful hints, tips and reminders! If you have additional questions or need clarification please contact the CNR Student Research Symposium Planning Committee, at [cnurus@uwsp.edu](mailto:cnurus@uwsp.edu). Once again, we look forward to you presentation! Good Luck!

### Important Dates and Deadlines

Submission Deadline	March 4
Presenter Photo Session	March 13, 11:00 – 1:30
Proof Pages Sent to Presenters	March 24
Proof Pages Due	March 27
Booklet Sent to Print	March 28
<b>CNR Student Research Symposium</b>	<b>April 11 (11:00- )</b>

### Symposium: Before and After

#### Before

For oral presenters, practice using visual aids and staying within the time constraints. Prior to the Symposium, rooms will be available for presenters to practice and become familiar with the surroundings and technical equipment.

For poster presentations, practice is still important. It is more important for poster presenters to anticipate what kind of questions may be asked and become familiar with the topic. Poster presentations should be hung in their designated position in advance of the symposium, typically the night before.

## **Symposium**

On the day of symposium, check in at the information table, and receive your nametag and Symposium Program Booklet.

If you are giving an oral, make sure that the room is in order before the presentation and check in with the moderator.

For a poster presentation, make sure that all your materials are ready and you are at your poster at the appointed times.

Be alert to any last minute changes!

## **After**

Relax! All your hard work has been accomplished. Stand back and appreciate all your efforts and realize that you did the best possible job and you learned a lot along the way. Evaluation forms will be tabulated following the symposium and scholarships announced and distributed. Reimbursements for presentations will be made in the weeks following the symposium.

## **Presentation Policies**

**All Symposium presentations will be critiqued by three or more evaluators composed of current or retired faculty/staff, graduate students, and other professionals. Please adhere to the following policies for presentations for ease of evaluation and consistency.**

### **Oral Presentations**

All oral presentations will be in CNR 170 between noon and 5pm. Check your presenter schedule for your presentation time.

All presentations are limited to 15 minutes, with up to 5 minutes for questions.

CNR 170 will be available for short presentation rehearsals the evening before symposium, Thursday, April 7<sup>th</sup> between 5-9pm.

Visit the Registration Area the day of Symposium for name badge and program booklet, Check in with the moderator BEFORE the beginning of the oral session.

### **Powerpoint Presentations**

**ALL** powerpoint presentations need to be burned on a CD or flash drive  
(CD burners available in all computer labs on campus, for assistance contact a committee member at [cnrurs@uwsp.edu](mailto:cnrurs@uwsp.edu))

Presentations burned on a CD should be brought to CNR 170 and uploaded to the computer on the evening before the symposium, Thursday, April 10<sup>th</sup> between 5-9pm.

## Poster Presentations

All poster presentations will be displayed on the walls of CNR building on the 1<sup>st</sup> floor.

Posters can not exceed the 36 X 54 inch size limit (also the maximum that the CNR plotter can print.) For assistance printing a poster contact the committee, [cnrurs@uwsp.edu](mailto:cnrurs@uwsp.edu)

Visit the Registration Area for committee assistance in hanging you posters:

BEFORE you hang your poster see a committee member for assistance – ALL posters need to be hung with wall-safe tape.

The presenters name will be taped to the wall at the designated location.

All posters need to be in hung by 9am, April 11<sup>th</sup>.

## Tips for Symposium Success!

For Presentations:

- Dress Appropriately and be on time
- Prepare answers to common interview questions in advance
- Be Enthusiastic
- Present a confident self-image
- Listen actively and be engaged in the conversation
- **Don't** deliver answers like you have rehearsed them
- Focus on the research
- Show courtesy and politeness and give honest answers

## Questions you may be asked during the Symposium

- What is the purpose of the research?
- How long has the project been going?
- How many hours did you work on this project?
- Where was your data collected?
- What was your motivation to conduct this research?
- What future plans do you have for this project?
- What problems did you encounter? How did you overcome these problems?
- How could what you learned be useful to others?
- What would you do differently if you could do it again?
- What other research has been done on this topic?

# Poster Presentation Score Sheet

Name of presenter: \_\_\_\_\_

Judge's initials: \_\_\_\_\_

Directions:

**Rate the presentation on each of the 10 criteria below. Points value range from 0-20 for each category. Please do not assign points that fall between the rating intervals. Use the questions on the back of this form to develop your assessment. Also bear in mind that the scoring scale does not directly correspond with a traditional grading scale. We would like to stress the importance of written feedback, please use the space provided below.**

Criteria	0 pts	5 pts	10 pts	15 pts	20 pts	Score
Statement of problem and justification	Unacceptable	Weak	Average	Good	Exceptional	
Study design and methods	Unacceptable	Weak	Average	Good	Exceptional	
Data Analysis and interpretation	Unacceptable	Weak	Average	Good	Exceptional	
Discussion & Conclusion	Unacceptable	Weak	Average	Good	Exceptional	
Poster organization and coherence	Unacceptable	Weak	Average	Good	Exceptional	
Overall technical competence	Unacceptable	Weak	Average	Good	Exceptional	
Overall graphic layout and design	Unacceptable	Weak	Average	Good	Exceptional	
Quality of visual elements	Unacceptable	Weak	Average	Good	Exceptional	
Interaction with judge	Unacceptable	Weak	Average	Good	Exceptional	
Professional Attire & appearance	Unacceptable	Weak	Average	Good	Exceptional	

Comments:

# Poster Presentation Critique Guidelines

## Statement of problem and justification

- How well did the poster describe the nature of the research question or issue?
- Was there a well-conceived rationale for undertaking the study?
- Were hypotheses or study objectives clearly communicated and appropriately developed?

## Study design and methods

- Was the study design appropriate given the study hypotheses or objectives?
- Were data collection methods valid and reliable?
- Did the poster acknowledge assumptions or limitations of the methods?

## Data Analysis and interpretation

- Were appropriate statistical or analytical procedures used?
- Was the interpretation logically derived from the data presented?

## Discussion & Conclusion

- Did the discussion tie results back to study objectives/ hypotheses?
- Did the conclusion drawn flow from the data presented?
- Did the poster present the implications of the study for management and/or future research?

## Poster organization and coherence

- Was the poster easy to follow and understand?
- Was there a beginning, middle, and an end?
- Were appropriate headings and other transitions provided between sections?

## Overall technical competence

- Did the overall poster convey a thorough knowledge of the topic content area?
- Did the poster convey a thorough understanding of process and procedures of scientific research?

## Overall graphic layout and design

- Was the color scheme of the poster, including the background, font style and color, and arrangement of elements, attractive and balanced?
- Did the poster effectively use space without appearing “cluttered”?

## Quality of visual elements (answer all that apply)

- Were the font style and sizes easy to read?
- Did the poster effectively incorporate charts, graphs, and pictures with the text material?
- Were data presented visually in a way that was easily interpreted (i.e., could it stand alone)?
- Were pictures, charts, maps, etc. presented in sharp images with sufficient resolution?

## Interaction with judge

- Did the poster author(s) seem at ease with the judge and provide direct and professional responses to questions?
- Were the poster author(s) poised and confident or flustered and defensive?

## Attire & appearance

- Did the poster’s wardrobe and overall appearance convey a professional and credible tone?

# Oral Presentation Score Sheet

Name of presenter: \_\_\_\_\_

Judge's initials: \_\_\_\_\_

Directions:

**Rate the presentation on each of the 10 criteria below. Points value range from 0-20 for each category. Please do not assign points that fall between the rating intervals. Use the questions on the back of this form to develop your assessment. *Also bear in mind that the scoring scale does not directly correspond with a traditional grading scale.* We would like to stress the importance of written feedback, please use the space provided below.**

Criteria	0 pts	5 pts	10 pts	15 pts	20 pts	Score
Statement of problem and justification	Unacceptable	Weak	Average	Good	Exceptional	
Study design and methods	Unacceptable	Weak	Average	Good	Exceptional	
Data Analysis and interpretation	Unacceptable	Weak	Average	Good	Exceptional	
Discussion & Conclusion	Unacceptable	Weak	Average	Good	Exceptional	
Response to questions	Unacceptable	Weak	Average	Good	Exceptional	
Presentation organization and coherence	Unacceptable	Weak	Average	Good	Exceptional	
Overall technical competence	Unacceptable	Weak	Average	Good	Exceptional	
Speaking style	Unacceptable	Weak	Average	Good	Exceptional	
Use of visual aids	Unacceptable	Weak	Average	Good	Exceptional	
Professional Attire & appearance	Unacceptable	Weak	Average	Good	Exceptional	

Comments:

# Oral Presentation Critique Guidelines

## Statement of problem and justification

- How well did the speaker describe the area of speaker interest?
- Was there a well-conceived rationale for undertaking the study?
- Were hypotheses or study objectives clearly communicated and appropriately developed?

## Study design and methods

- Was the study design appropriate given the study hypotheses or objectives?
- Were data collection methods valid and reliable?
- Did the speaker acknowledge assumptions or limitations of the methods?

## Data Analysis and interpretation

- Were appropriate statistical or analytical procedures used?
- Was the interpretation logically derived from the data presented?

## Discussion & Conclusion

- Did the discussion tie results back to study objectives/ hypotheses?
- Did the conclusion drawn flow from the data presented?
- Did the speaker present the implications of the study for management and/or future research?

## Response to questions

- Did the speaker provide direct and professional responses to audience questions?
- Was the speaker poised and confident or flustered and defensive?

## Presentation organization and coherence

- Was the presentation was to follow and understand?
- Was there a beginning, middle, and an end?
- Were there smooth transitions between sections?

## Overall technical competence

- Did the overall presentation demonstrate a thorough knowledge of subject's content area?
- Did the speaker convey a thorough understanding of process and procedures of scientific research?

## Speaking style

- Did the speaker address the audience cordially and professionally?
- Did the speaker maintain eye contact, use gestures comfortably, and maintain appropriate pace and tone of expression?

## Use of visual aids: Professional

- Were Slides/overheads attractive and visually engaging?
- Were data graphs/tables clearly labeled and easily deciphered?
- Were visual aids used to enhance oral communication or were they or distracting

## Attire & appearance

- Did the speaker's wardrobe and overall appearance convey a professional and credible tone?

## Tips for Poster Presentations

Attention to detail is vital when preparing for any presentation. For posters, a general concept is the information should stimulate discussion, not give a long presentation. Because space is limited, keep text to a minimum, emphasize graphics, and make sure every item in the poster is necessary.

### Preparation and Layout

- Draw a rough sketch of the poster on graph paper to develop a clear idea of where components will go.
- Remember that the size of the poster board will be 4-feet high x 8-feet wide (1.22 M high x 2.44 M wide). Boards are approximately 30 inches (76.2cm) off the floor.
- Include the title and authors of the poster as listed in your abstract.
- Information on the poster should read like a book – flowing from left to right and from top to bottom.
- It may be helpful to use arrows or identifiers (sequential letters or numbers) to guide the reader through the poster.
- You can also arrange it in two or three vertical columns, but not horizontal strips.
- The introduction or rationale should be placed at the upper left and the outcome/impact or concluding comments should appear at the lower right. Other information will fill the remaining space.
- Keep it simple – too much information leads to messy or “busy” posters.
- Avoid overwhelming your audience with too many numbers, words, and/or complicated graphs.
- Stick to two or three main points; too many can confuse the viewer. Get feedback before finalizing.

### Text

- Double-space all text, using left justification.
- Use short sentences, simple words, and bullets to illustrate discrete points.
- Written material should be concise. Avoid using jargon, acronyms, or unusual abbreviations.
- The printed outcomes/impacts should permit observers to focus on a concise statement of your central findings that lends itself to discussion.

### Fonts

- All information should be large enough to read easily from at least 4 feet away.
- Suggested text size is no smaller than 24 point; Author(s) and affiliation(s) should be at least 42 point; Subheadings should be at least 60 point.
- The title should be printed across the top of the poster in characters of 80-150 point. (Again, allow for the 4”x4” poster number in the top left-hand corner.)
- San serif fonts. (The small finishing strokes that stem from the upper and lower ends of a character) are easiest to read. Suggested options include: Arial, Century Gothic, Franklin Gothic Medium, Lucida Sans.
- Choose one font and then use it throughout the poster.
- Add emphasis by using **boldface**, underlining, or color. (*Italics* are sometimes difficult to distinguish from regular.)
- Do not use all caps unless it is for one or two word headings. ALL CAPS TEXT IS NOT EASY TO READ.

### Illustrations (graph, charts, photos, etc.)

- The success of a poster directly relates to the clarity of the illustrations and tables.
- Self-explanatory graphics should dominate the poster (at least 50% of your poster space).
- Keep captions brief.
- A minimal amount of text should supplement the graphic materials.
- Graphic materials should be visible from a distance of four (4) feet.
- Only include essential information in graphs and tables.
- Label data lines in graphs directly, using large fonts and color. The use of legends and keys requires the viewer to take more time to interpret your message.
- Lines in graphs should be thicker than normally provided in printed letter-sized paper reports or manuscripts.
- Use colors to distinguish different data groups in graphs. Avoid using patterns or open bars in histograms.

### Use of Color

- Overuse of color can be distracting – restrained use of 2 to 3 colors for emphasis is valuable.
- Two to three related background colors will unify the poster.
- Use a light background with darker photos; a dark background with lighter photos.
- Use a neutral background (gray) to emphasize color in photos, a white background to reduce the impact of colored photos.

## Tips for Oral Presentations

### Images

Images are the most important components in your presentation.

#### **Do:**

Tell the story through pictures.

Use full-screen, high-quality images.

    Select images that creatively illustrate your talk.

    Scan at resolution of 80 dpi.

    Scan horizontal pictures with a width of 11.75”

    Scan vertical pictures with a height of 9”

    Crop your pictures.

Make your images and talk stand-alone. Graphics should illustrate what you’re saying.

#### **Do not:**

Look at the screen while you are talking.

Use graphics from the Internet unless they are high quality.

Use small or poor quality images.

Overuse Microsoft clipart. This detracts from the professional quality of your presentation.

### Backgrounds and Transitions

The background of your presentation is the color, color blend, pattern, or graphic that you place behind the rest of your elements. Transitions are the visible changes that take place when your slides move from one to another.

Backgrounds and transitions subconsciously impact how the audience feels and responds to your program.

#### **Backgrounds**

##### **Do:**

Use unified backgrounds.

Make sure backgrounds are thematic (“fit in” with the theme of your presentation).

Keep it simple.

Consider the emotional impact backgrounds can have on your audience.

Use black backgrounds on full-screen images (majority of your presentation).

Use black slides to bring the focus back to the presenter.

##### **Do not:**

Use multiple types of backgrounds, unless they serve a purpose.

Use backgrounds that detract from your images (primary focus).

Use a colored background behind a full-screen image.

#### **Transitions**

##### **Do:**

Use unified and thematic transitions.

Consider the emotional impact transitions can have on your audience.

##### **Do not:**

Use multiple types of transitions, unless they serve a purpose.

Use distracting transitions that take away from your theme.

### Text

Limit the amount of text you use in your presentation. An interpretive presentation is much different than presentations you may have seen in classrooms. Images should be the primary focus of your program.

#### **Do:**

Use text for title slides, headings (transitions), quotes, and captions.

Use simple fonts that are easy to read.

Use fonts that are large enough to read from the back of the room (24 point minimum).

Keep your text unified and thematic.

Consider the emotional impact different fonts can have on your audience.

**Do not:**

Overuse text.

Use text as “notes on the screen.”

Use text to display every point in your program.

Use multiple types of fonts, unless they serve a purpose.

Use “fancy” fonts that are difficult to read, unless they serve a purpose.

Use too little or too much contrast between background and text.

**Animation**

Animation can be used to control the revelation of connections and intriguing information. Limit the amount of animation you include. The more sparingly you incorporate animation, the more effective the animation you do include will be.

**Do:**

Use animation to focus on important points.

Use it to control the flow of information.

Use it to add interest and surprise to your presentation.

Use thematic animation that has a purpose.

Use animation sparingly. It will have more of an impact.

**Do not:**

Overuse animation to the point of audience sickness.

Use animation just because you can. Animation must have a purpose.

**Sounds and Movies**

PowerPoint combines many tools into one. Instead of bringing along a slide projector, boom box, VCR, and television, everything can be digitized and saved onto a single computer. Sound and movies add a different dimension to your program, and can create emotional links with the audience.

**Sounds/Music**

**Do:**

Use to add another sensory experience for the audience. Helps to involve them.

Use to create a mood or unique environment. Sound can transport people to a different place and time.

Sounds should be thematic and contribute to interpreting your topic.

Make sure the sounds work and the volume is appropriate before your program starts.

**Do not:**

Add sounds without a purpose. Whooshes with animated words are usually not appropriate.

Be careful playing sounds/music while you're talking. Check the volume before the program.

**Movies**

**Do:**

Use to enhance your program by including motion and sounds.

Use moving pictures that are thematic and have a purpose.

**Do not:**

Use movies if the quality looks poor. Video tapes may still be the best method for including movies.

**Helpful Hints**

**Know your PowerPoint equipment.** Practice with the equipment before your presentation.

**Copy font, sound/music, and movie files *in addition to your presentation file.***

**Make several copies of your presentation.** Zip disk, CD, H: drive, hard drive

**Stand in front of the audience.** Use a cordless or long corded mouse.

**Involve the audience.** Use a variety of interpretive techniques.

**Practice makes perfect.** Practice on different computers.

## **Presenter Information**

**Name:**

**Year in school:**

**Major:**

**Minor:**

**Principal interests in your field:**

**How long have you been involved in research?**

**Which professors at Point have you worked with on research (past and present)?**

**Expected graduation date:**

**Future plans (graduate school or career?):**

**Research title:**

**When did you conduct your research?**

**How long have you been working on your research?**

# Invitation Form

DATE

Dear Parents, Family Members, and Friends,

We cordially invite you to attend the fifth annual Student Research Symposium at the University of Wisconsin – Stevens Point College of Natural Resources on Friday, April 16, 2004. The Symposium will take place on the first floor of the College of Natural Resources (CNR) from ?:? a.m. until ?:? p.m. There are ?? oral and ?? poster presentations that illustrate the hard work and outstanding achievements of our CNR students.

Awards will be announced ??

## Schedule of events

Friday, April ??

?:??	Welcome
?:??	Oral Presentations
?:??	Poster Presentations
?:??	Symposium ends
?:??	Dinner
?:??	Rendezvous

We encourage you to attend all events scheduled. Parking will be available at metered Lot X across from the east end of the CNR. Your continued interest and support for student research is greatly appreciated. We hope to see you there!

Sincerely,

CNR Student Research Symposium Planning Committee Co-Chairs