

**Awards Presentation Guidelines 2020**

**Overview:**All presenters are expected to give a ten minute slide presentation on their research. Five minutes will be given at the end of the presentation to allow members of the research committee to ask questions of the presenter.

**Prior to your presentation:**

* All presenters must complete the form found at the following link by October 27, 2020. <https://symposium.foragerone.com/marcacsm/submission>
* The title of this form is “Symposium Presentation Submission”. This is the correct form. Begin filling in all required sections denoted with a red asterisks \*
* The “Additional Author” section is to add the co-authors listed in your abstract. Select “Add Presenter X” as many times as necessary to include all co-authors up to 7 authors.
* As award presentation speakers, you should NOT select anything in the “Symposium Oral Presentation Topic” section.
* For the “Presentation Media” option, select “General Poster Session, Award Session, Case Study, Exhibitor, or University Program”. This will require you to upload a file. Please upload a file containing your abstract in the form it was accepted. This will be the second time you are submitting your abstract in this form.

**Preparing for your presentation:**

* All presenters will receive an email on or before November 4th with a Zoom link. This is the link you are to use on the day of the conference to log into you award presentation session.
* We suggest using Microsoft PowerPoint software to create your presentation.
* Please do not email a copy of your presentation prior to the conference.

**During Your Presentation:**

* Login to your session 10 minutes prior to the scheduled start time to check-in with the moderator.
* All presenters are expected to remain in the Zoom session for the duration of the session.
* When it is your turn to present the moderator will give you Zoom Co-Host privileges.
* You are to share your screen with the PowerPoint presentation and your turn camera on (You may turn your camera off when you are not presenting).

**Please email Dr. Kathleen Sturgeon, Research Committee Chair, with any questions/concerns prior to the conference at** **ksturgeon@phs.psu.edu**