

**Award and Podium Presentation Guidelines 2021**

**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 for members of the audience to ask questions of the presenter.

**Preparing for your presentation:**

* Presenters are encouraged to work with their faculty advisor/co-authors to ensure appropriate font size, layout, and graphics.
* Check the program, which will be available on the MARC website prior to the conference to determine when and where your presentation will occur.
* All presenters must bring a copy of their presentation file loaded onto USB/flash drive to the speaker ready room prior to their scheduled presentation. Your file will be loaded onto the computers in the session room prior to your presentation. See below for deadlines:
  + **Friday Presentations**: Please bring your files to the speaker ready room before 10 AM on Friday November 5, 2021
  + **Saturday Presentations**: Please bring your files to the speaker ready room before 3 PM on Friday, November 5, 2021
* Please do not email a copy of your presentation prior to the conference
* Personal laptops cannot be used in the session rooms. All files must be loaded prior to your presentation in the speaker ready room. The computers in the session rooms will use Windows software and the latest version of Microsoft PowerPoint.
* The speaker ready room will be in the Hemlock room located on the bottom floor level of the hotel (underneath ballrooms - last room on the left).
* Please review your presentation in the speaker ready room to ensure all fonts, images, and graphics, audio/video clips appear as expected. If the presentation does not work correctly in the speaker ready room, it will not work correctly in the session room.

**During Your Presentation:**

* Please arrive to your session 10 minutes before your scheduled start time.
* Presentation etiquette dictates that all presenters in each session remain present before and after their presentations. Please do not leave the room before the session has concluded. During other presentations, please remain respectful and attentive.
* All presenters must check in with your session moderator upon arrival to the scheduled session. You will confirm that your file has been uploaded correctly
* AV Equipment available in presentation rooms include: Flat monitor and mouse, podium with microphone, laser pointer
* Once the presentation is launched, the presenter will control the program from the podium using a remote, computer mouse, or the up/down/right/left keys on a keyboard.

**Please email Dr. Peter Hosick, Research Committee Chair, with any questions/concerns prior to your presentation at hosickp@montclair.edu**