



STEM Summit IV: *Accelerating Forward*

Preparing Massachusetts students for careers in science, technology, engineering and mathematics

STEM Summits Presentation Guidelines

Introduction

In order to ensure that your presentation is a pleasurable and productive learning and teaching experience, we provide the suggested guidelines, as was suggested last year by several participants.

Audio-Visual Equipment

There is wireless connectivity available for presentations. Please bring your own laptop so you can rely on the equipment since a laptop is provided only for plenary sessions. We will provide LCD and overhead projectors, screens and microphones. If you have any questions, do contact us before the summit.

Printing

The Summit website provides all the information about the event, the schedule/agenda, supporters and people involved. For the day itself, we only print and distribute the schedule/agenda, the map of the hotel and an evaluation form. Any other information you might want to refer to, we request you print from the web site prior to the Summit.

Power Point¹

Please, do not exceed three bullets on a page.
Please, use large bold faced dark color type.
Please, do not read the slides.

¹ If you wish to review PP principles, please check out
http://www.westga.edu/~distance/ppt/gooddesign_html97/index.htm

<http://www.craweblogs.com/commlog/archives/CRA%20Comm%20Toolkits%20PowerPoint%20Principles.pdf>

or simply google the topic

If you provide PP handouts, please use the template of three to a page with space for notes. If you also wish to provide other handouts connected with your presentation, please bring 75 copies, and/or, if you send the material and the PP to us ahead of time **(by October 1)** we will post the material on the website and ask people to download themselves.

Speeches

In order to time yourself and meet the requested time limits, please rehearse your presentation. Please do not read your speech.

Panels/ Timing

Please, no more than four speakers.
Each concurrent session is scheduled for 1 hour and 30 minutes.
Please allow 15 to 20 for discussion and Q & A.

Flyers

In addition to the PowerPoint, you may want to make available a one page (one or two sided) précis of your project, program, service, product. We have a table(s) on which to place these informational flyers. Please be sure you provide contact information on the hand out. We will have 600 attendees. Last year the 100 flyers we suggested all were taken. Consider how many you want to bring.

Networking

Since a very important element of the summit is meeting and getting to know people whom you can call on later for help and cooperation, consider bringing business cards or some equivalent thereof.

We will have a room available for follow-up conversations if the hallways do not suffice.

Please do not hesitate to call 617-287-7060 or email izimmerman@umassp.edu if you have any questions.

Thank you.