Virtual Presentation Guidelines

Due to the challenges and risks presented by the COVID-19 pandemic, SACNAS moved the 2020 National Diversity in STEM Conference to a virtual space. Although this year’s conference will be unique, we are working hard to deliver the same quality and opportunities as an in-person conference. This includes the student presentation program, in which you will be participating!

In this document you will find guidelines on how to make the most of your presentation. These guidelines will be updated as more information is available and we encourage you to revisit 2020sacnas.org > resources to get the most updated information.

Updated on August 7, 2020

Before the Conference

- Read the code of conduct (here) before the conference. This document describes the expected behavior of all attendees.
- Look at the system requirements to participate in the virtual conference.
- Sketch an outline of your presentation. Think about the significance of your research, how it fits into the already existing body of science, your key findings, and how you will move your research forward.
- Watch previous SACNAS Webinars:
  - Student Presentations and COVID-19: https://www.youtube.com/watch?v=jR5p2tgsCwi&t=9s
  - Effective Online Presentations: https://www.youtube.com/watch?v=yvOjiesx7po&t=346s
- Practice your presentation! Not only in person, but also virtually. Practicing will make you comfortable giving your talk in a virtual space as well as allowing you to identify areas where you might not be projecting well enough for your audience to appreciate your presentation (i.e. movies not playing properly). Practice will also help you with time management and making sure you deliver your talk without going over your allotted time (10 minutes for presentation and 5 minutes for Q&A).
  - Bonus Tip: Record your practice talk and play it back to yourself! This will help you self-evaluate your presentation and improve on areas that need some work. Plus, you will also get more comfortable hearing and seeing yourself in a virtual setting!
- Consider having peers outside of your area of expertise watch the recording and give you feedback. Similar to writing an essay, peer review will make your presentation better.
- We highly encourage you to submit a teaser video of your research presentation that other attendees can watch during the conference. This recording should not last longer than 1 minute. This recording must be designed with a broad audience in mind, this way it is accessible to all the attendees. You will receive an email from SACNAS with a link to where you can upload your teaser video and instructions closer to the conference.
• **For Poster Presenters:** Your mentor judges will contact you with their time availability 3 weeks before the start of the conference. Keep an eye on your inbox as well as your junk mail for your mentor judges’ email. You should receive emails from 2 mentor judges with the subject line *SACNAS 2020: Mentor-Judge Scheduling*. After you both agree on a time, search your mentor judge name on the virtual conference platform (Eventfinity) and request a meeting for that time.

  Make sure to watch the student orientation webinar that will be emailed to you prior to the conference.

  You will be presenting your research to your mentor-judge **during the week leading up to the conference** at the previously agreed time. Make sure you put your presentation time on your calendar with reminders!

  Have fun and remember, you are the expert on your project. Mentor-judges are there to help you.

  If you have any questions prior to the conference, contact [presentations@sacnas.org](mailto:presentations@sacnas.org).

**During the Conference**

• **For Graduate Oral Presenters:** You will receive a presentation time and virtual room to present your research during the conference. You will have 10 minutes to deliver your presentation and 5 minutes for questions. One of the mentor judges will serve as the moderator of the session and will invite you (and your peers) to the room through the virtual platform. You will receive a notification on the virtual platform. This will be a closed session. In addition to your official presentation, we encourage you to invite exhibitors and recruiters to listen to your talk on a 1-on-1 basis.

• **For Poster Presenters:** You are encouraged to share your research outside of your appointed mentor judge — Invite exhibitors and recruiters to talk about your research through the virtual platform, throughout the week of the conference.

  If there is a particular faculty or research program that you are interested in, invite them to learn about your research and tell you more about their programs.

  If you have any **technical difficulties** during the conference, use the HelpDesk feature within the virtual platform.

  If you **experience any negative behavior** from a mentor judge, exhibitor, or other conference attendees, contact SACNAS staff, Kateryna Poradiuk at [kateryna@sacnas.org](mailto:kateryna@sacnas.org) right away. Your contact information and any identifying information will be maintained confidential and not disclosed to the offending party.

  If you **observe a violation of the Code of Conduct**, please report it immediately through the virtual conference platform.

**After the Conference**

• Send a thank-you email to the exhibitors that you met and your mentor judges.

• Share your experience with your research mentor.
• If you experience any negative behavior from a mentor judge, exhibitor, or other conference attendees, contact SACNAS staff, Kateryna Poradiuk at kats@acnas.org right away. Your contact information and any identifying information will be maintained confidential and not disclosed to the offending party.

If you have any questions, feel free to contact us!

**SACNAS Student Presentation Subcommittee**
SACNAS Staff: Kateryna Poradiuk (kats@acnas.org)
Chair: José Vargas-Muñiz (jose.vargasmuniz@siu.edu)

**Eventfinity**
Use the HelpDesk feature, which will have information on Eventfinity Point of Contact for technical assistance.