



## Honors Research Symposium 2010 Presenter Information

### **What are the Expectations for my Presentation?**

Your proposal was chosen in the competitive selection process because of its excellence. Your presentation should continue to reflect this excellence by focusing on a polished, professional talk. **Do not read your presentation word for word from notes or your research paper.** Imagine how boring your classes would be if your professors did this!

Most presenters have arranged multiple practice sessions with their Honors Directors and we strongly suggest you do the same. In addition to working on the intellectual content of your talk, you will improve your speaking skills and get a chance to practice all the technical aspects of your talk. **Expect that the first time you try to hook up your computer to the projector it will not work.** Troubleshoot this process well in advance of May 1.

### **Where and When is my Talk?**

The Symposium consists of three presentation sessions with the following schedule:

Session I:	10:05-11:05AM
Session III:	11:20-12:20PM
Session III	1:45-2:45 PM

We are using nine different classrooms in Wheeler Hall for the presentations. Your talk has been grouped together with one or two others into one of the three sessions. The index of Presentations is also posted on the website at [www.losmedanos.edu/honors/research](http://www.losmedanos.edu/honors/research) Go to the "Presenting at the Symposium" section.

**Please do not ask to be changed to a different presentation time.** Putting together the schedule was a huge task as we had to juggle students who had more than one presentation and we tried hard to group things together thematically.

### **What Order am I in my Presentation Session?**

Talks will be given in the order they are listed in the Program.

## **Is the Session Moderated?**

Yes. An Honors Faculty member will be assigned to your presentation session. Her/his duty is to introduce each speaker, remind the audience of basic etiquette (cell phones off, stay entire session etc.), and run the 5-minute Question & Answer session immediately following your talk.

## **What are the Wheeler Rooms Like?**

The Wheeler Hall rooms are classrooms that hold between 30-50 people. Each comes equipped with

- Blackboards (bring chalk if you need it)
- A built-in LCD projector you can hook your laptop into (more below)
- Built in speakers
- Built in CD players and DVD players

**NOTE that there is no direct way to hook into the Ethernet in Wheeler.** In addition, there is **no wireless “clicker”** to help you move between PowerPoint slides. You will need to do it manually, or bring your own wireless clicker.

## **Are there Computers in the Wheeler Classrooms?**

**NO!** If you plan on using a computer for any purpose in your presentation, you need to bring **YOUR OWN LAPTOP.**

## **How do I hook up my laptop to the projector /AV system?**

For PC users this is easy. There will be a cord in the classroom which enables you to hook your the LCD projector and AV system into the VGA port on your computer.

**Apple Computer Users ALERT!!!** You need a special adaptor so that the cord in Wheeler Hall will fit into your computer since most Apple Computers do not have a VGA port.

**Please see the worksheet on the Symposium Website entitled “CCSF Honors Speech Handout – PowerPoint and LCD Projectors”** which gives an excellent tutorial on exactly the kind of adaptors you need and how to get your computer and the LCD projector communicating. This handout was created by a City College of San Francisco Honors Student and is used by permission.

## **I Need to Show Something on YouTube for my Presentation.**

City College of San Francisco Honors Director Sami Kudsi has created a worksheet that gives detailed instructions about how you can download a video from YouTube into a Powerpoint Presentation. With his permission we have posted it in the “Presenting at the Symposium” part of the website. Check it out.

## **I Really Need Internet Access for My Presentation.**

If all you need is to show a YouTube video, you should download it into your PowerPoint presentation. (See above.) However, if you need the Internet for some other purpose, we can get you a temporary WiFi account for the UC Berkeley Air Bears wireless network. Please contact BHC President Jennifer Saito at [jsaito@losmedanos.edu](mailto:jsaito@losmedanos.edu) immediately if this is absolutely necessary.

**We strongly recommend that you try not to rely on WiFi access** because, as you know, things can always go wrong with this. It's best to have everything you need on your laptop so you're not reliant on an internet connection.

## **Should I have my Presentation on a Flash Drive?**

In past Symposiums, presenters often found it convenient to simply use the first speaker's laptop for their talks to avoid any hook-up issues. **DO NOT COUNT ON THIS**, of course, because it's possible that the speakers before you might not be using a computer, and some folks might not be comfortable sharing their laptop. However, in the event that you will be able to use a previous speaker's already hooked-up laptop, we suggest that you bring your PowerPoint presentation on a flash drive. Be sure to have it both in the 2007 version and in older Power Point formats just in case the laptop doesn't have the latest versions.

## **Will there be AV Help at the Symposium?**

A UC Berkeley Information Technology staff person will be on hand in Wheeler Hall starting at 8:15AM to make sure the AV systems in all the rooms are working. Time permitting, he will be able to solve mild IT/AV issues.

## **Can I Come Early and Practice Hooking up my Computer?**

Absolutely. Registration for the Symposium starts at 8AM and the rooms in Wheeler will be available starting at 8:15AM. We strongly suggest that all Presenters in Sessions I and II plan on registering at 8AM and then walk over to Wheeler to find your classroom and practice hooking up your computer. There will be several UC Berkeley and BHC folks roaming the halls helping you with your technical problems. Session III Presenters can practice during Lunch.

99% of the issues students tend involve getting the LCD projector and your laptop to communicate with each other, and making sure your laptop is appropriately set so that you can see the presentation both on your computer screen **AND** on the classroom screen. Please review the extremely helpful worksheets and practice many times before May 1.

## **My Presentation is the Same Time as Another One from My College. Can My Friends See Both?**

No. It is extremely distracting (and a little bit rude) to have people coming in and out of the Presentation Rooms. Therefore, all moderators have been instructed not to allow anyone to enter or leave the room once the

Session has begun (emergencies excepted, of course). Your friends will just have to choose one room and stick with it. Sorry.

## **What Should I Wear?**

Dress as if you are going to an important job interview. Your audience member will contain Honors Faculty and Students from around the state as well as various Admissions and Outreach staff from Berkeley. You want to impress! This might mean suit coats and ties for men, and professional skirts/dresses/ pants suits for women. You will be walking around the UC Berkeley campus so comfortable shoes are encouraged.

## **Can a Guest Drop in and Watch My Presentation?**

Yes. If a parent or friend wants to come to the Symposium only to see your presentation, they are welcome. However, please do have them check-in at the Registration desk so they can obtain a Guest Pass to be allowed into the room for your session only.

If your guest wants to attend the entire Symposium, s/he needs to register as a Walk-In and pay the \$20 fee.

## **I need to drop out of my Presentation. What now?**

If something arises at the last minute and you cannot present at the Symposium please e-mail your Honors Director and BHC President Jennifer Saito ([jsaito@losmedanos.edu](mailto:jsaito@losmedanos.edu)) ASAP so the moderators know you will not be in their session. Your registration fee is non-refundable, however.