



Honors Research Symposium 2013

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 4.

Where and When is my Talk?

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

Session I:	9:45-10:45 AM
Session III:	11-12PM
Session III	1:15-2:15PM

We are using ten different classrooms in Stanford University's 200 Building, (otherwise known as "History Corner") for the presentations. Your talk has been grouped together with one or two others into one of the three sessions. **You can tell when/where you've been scheduled by looking at the Program which will be posted early next week on the website.** 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.

Why is my Title and Description Different From What I Submitted?

The Symposium Proposal Committee edited the titles and descriptions for length and clarity. We tried to keep to the spirit of your proposal. Don't worry if it's not quite the way you wanted it. Remember, the whole purpose of the Program is for attendees to choose which session to attend. If you feel the title or description no longer matches your presentation, just say so at the beginning of your presentation and everyone will understand. Trust us.

Is the Session Moderated?

Yes. An Honors Faculty member will be assigned to your presentation session. (You can see who it is by checking out the finalized Program.) Her/his duty is to introduce each speaker, remind the audience of basic etiquette and run the 5-minute Question & Answer session immediately following your talk. The moderator will also be timing your talk, and give you visual cues when you have 3 and 1 minute(s) remaining. Please be sure your talk fits into your time limit (see below). The moderator will stop you if you run over to allow time for the next presenters.

How Long is My Presentation?

If you are grouped into a room with three presentations, you have 15-minutes for your talk, followed by a 5-minute Question & Answer session. If you happen to be in a room with only two presenters, then each of you can have 20-25-minutes with 5-10 minutes for Q & A. The Moderator will keep careful track of time, so be sure you pay attention to this in your rehearsals. During the Q&A, the next presenter will start setting up her/his presentation.

What are the History Corner Rooms Like?

Most of the classrooms in History Corner hold between 25-40 people. They are typical classrooms, some with fixed desks, others with chairs, and a few are very small tiered rooms that hold about 50 people.

Each comes equipped with

- Blackboards (bring chalk if you need it)
- A built-in docking stations which connect your laptop to the built-in LCD projector
- A VGA cord; and
- Built in speakers.

The rooms will be open starting at 8:15 AM on the morning of the Symposium for you to check them out and practice hooking up your computer.

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 easier. There will be a VGA cord in the classroom which enables you to hook the smart panel docking station and AV system into the VGA port on your computer. Be sure you know how to do this before you arrive at Stanford. Also, be aware that a very small number of PCs no longer have VGA ports, so be sure you have one or have a Plan B.

Apple Computer Users ALERT!!! You need a special adaptor so that the VGA cord in the classroom will fit into your computer since most Apple Computers do not have a VGA port. *Every model Apple computer requires a different kind of adaptor.* Do not just borrow a friend's and assume it will work. You are strongly advised to practice hooking up your laptop to a portable LCD projector at your school well in advance of the Symposium so you have troubleshoot the whole process.

What cords and connectors do I need to bring?

Every presentation room will have one VGA cord provided by Symposium organizers. We will NOT provide any adaptors for Macintosh computers. If you need amplified sound for your presentation, please be sure you have an audio-cord to hook into the smartpanel docking station.

I Need to Show Something on YouTube for my Presentation.

Embed this into your PowerPoint if at all possible as there is no guarantee of having wi-fi access at Stanford. There are many tutorials available on You Tube. Check them out!

I Really Need Internet Access for My Presentation.

We are looking into whether we can get temporary passwords to access Stanford's Wi-Fi network and we'll e-mail you with the final information ASAP. However, as you know even with a password, this can be very problematic so if there's any way not to have to rely on this, you'll be safer.

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 in older Power Point formats, as well as the most up-to-date one you have, just in case the laptop you borrow doesn't have the latest versions. (Mac users, it is easy to export your Keynote presentation as a PowerPoint. This is highly recommended as a back-up plan just in case you run into troubles.)

Will there be AV Help at the Symposium?

A Stanford media technician will be on hand in History Corner starting at 8AM to make sure the AV systems in all the rooms are working. We also have several other tech-savvy people slated to help out in the morning. Time permitting, they will be able to solve mild IT/AV issues. However, keep in mind that there is only one technician and one official Bay Honors Consortium IT helper while there are 10 breakout rooms and 80 presenters. It is highly recommended that you practice this process thoroughly at your college so you understand where the bugs can come up. Even better, have one of your tech-savvy honors friends along as your own personal IT assistant.

Can I Come Early and Practice Hooking up my Computer?

Absolutely. Registration for the Symposium starts at 8AM and the presentation rooms 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 find their classrooms to practice hooking up your computer. There will be two AV helpers 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 practice many times at your college before May 4.

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

No. It is extremely distracting (and a 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 Stanford. You want to impress! This might mean suit coats and/or ties for men, and professional skirts/dresses/ pants suits for women. Comfortable shoes are encouraged, especially if you're planning on taking a campus tour after the Symposium.

Can a Guest Drop in and Watch My Presentation?

You may have up to two unpaid guests attend your presentation however they **must check in at Registration and receive a Guest name badge** to be allowed in the room. Make sure your guests arrive at least 30-minutes before your presentation to give themselves time to check in. Once your presentation session is over, your guests need to go back to the Registration table and turn in their name badges.

If your guest wants to attend the entire Symposium, s/he needs to register as a Walk-In and pay the \$25 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) ASAP so the moderators know you will not be in their session. Your registration fee is non-refundable, however.