

GENERAL INSTRUCTIONS AND GUIDELINES FOR QUEST PRESENTERS

QUEST is a professional style presentation forum and has all the protocols of a professional forum. There are a few important guidelines that must be followed:

1. Prior to your presentation, stop by the registration table outside the Chestnut Room (Kilcawley Center) to pick up your name tag and Program and Abstracts book. The registration table will be open from 7:45 AM to 12:00 PM and 1:00 – 3:00
2. QUEST is divided into four ninety minute sessions. Be respectful of your fellow presenters and plan on attending the entire session to which you have been assigned. **PRESENTATIONS ARE STRICTLY LIMITED TO FIFTEEN MINUTES.** As a general rule, allow TWELVE minutes for your presentation and THREE minutes for discussion and questions. A faculty moderator will announce your starting time and limit your total presentation time to fifteen minutes.
3. All ORAL presentation rooms will be equipped with a laptop, LCD projector, and Internet access. DO NOT bring your own laptop and expect to use it. There is no provision for connecting and disconnecting computers. Each laptop is equipped with standard Microsoft software and other common software.
4. **If you are using PowerPoint, you must report to your assigned session at least 25 minutes before the session start time to load your presentation onto the laptop computer. JUMP DRIVE, AND NETWORKED MEDIA ARE RECOMMENDED; THE LAPTOPS ARE NOT EQUIPPED WITH FLOPPY DRIVES.** Once the session begins, there will be no time available to load your presentation and you will be forced to forfeit your time slot.
5. **If you are presenting a poster, you will have approximately fifteen minutes before and after your session time to set up and tear down your presentation. YOU ARE EXPECTED TO REPRESENT YOUR POSTER FOR THE FULL NINETY MINUTE SESSION.** The poster panel display area measures 88 inches wide by 44 inches tall. Push-pins will be provided for mounting your display.
6. ALL PRESENTATIONS ARE INDEPENDENTLY JUDGED.
7. AWARDS AND SCHOLARSHIPS are based on judge scores

Sincerely,



Dr. Jeffrey C. Dick
Director of Undergraduate Research