

Discover UofSC Presenter Guide

V. 03/30/2022

Information for Undergraduate Presenters

Table of Contents

| | |
|---|----------|
| STEPS FOR A SUCCESSFUL DISCOVER UOFSC | 2 |
| PRE-EVENT | 2 |
| HOW TO TIPS | 2 |
| EVENT DAY | 2 |
| WHAT DO I NEED TO KNOW? POSTER PRESENTATIONS | 2 |
| SIZE | 2 |
| PRINTING OPTIONS | 3 |
| EQUIPMENT | 3 |
| POSTER SET UP AND REMOVAL | 4 |
| EXPECTATIONS | 4 |
| WHAT DO I NEED TO KNOW? ORAL PRESENTATIONS | 4 |
| LENGTH | 4 |
| FORMAT | 4 |
| EQUIPMENT | 4 |
| EXPECTATIONS | 5 |
| WHAT DO I NEED TO KNOW? CREATIVE PRESENTATIONS | 5 |
| OVERVIEW | 5 |
| CREATIVE/ORAL | 5 |
| LENGTH | 5 |
| EQUIPMENT | 5 |
| MINIMUM PRESENTATION/DISCUSSION REQUIREMENTS | 6 |
| EXPECTATIONS | 6 |
| CREATIVE/DISPLAY | 6 |
| EQUIPMENT | 6 |
| DISPLAY SET UP AND REMOVAL | 6 |
| EXPECTATIONS | 6 |
| WHEN, WHERE, AND WHAT AM I PRESENTING | 7 |
| AWARDS AND REVIEW PROCESS | 7 |

Steps for a successful Discover UofSC

Pre-Event

*The primary form of presentation at Discover UofSC is a POSTER; a VERY limited number of oral and creative presentation slots and display spaces are available. These will be selected based on presentation needs, space, and schedule availability.

- Follow the guidelines and steps to a successful presentation under “What do I need to know?” below
- Review the information and steps under “WHEN, WHERE, and WHAT am I presenting.”
- Remember to invite your mentors, friends, and family – make sure they know when and where!
- Review the information under “Steps for a successful Discover UofSC (Event day).”
- Get excited for a fun day!

How to tips

Abstract writing tips and examples

- https://sc.edu/about/signature_events/discover_uofsc/documents/writing_an_abstract.pdf
- UofSC examples https://sc.edu/about/signature_events/discover_uofsc/documents/sample_abstracts.pdf
- MANY helpful resources on-line

Poster creation and presenting

- [Tips for creating and presenting posters](#) (workshop slides) includes poster examples and what to expect at Discover UofSC
- [How to make a poster using PowerPoint](#) (1 page guide)
- [How to tile print a full-sized draft of your poster](#)
- [Tips for presenting your poster](#)
- [More poster resources](#): Planning, creating, presenting, and printing

Event Day

- Dress and behave professionally.
- ARRIVE EARLY! Plan ahead.
- Remember your poster or USB drive for oral/creative presentations.
- Shuttles from main campus are provided – but plan ahead!
- [Parking and transportation information](#) (includes shuttle routes)
- Check in at the registration table at the upper level of the Columbia Metropolitan Convention Center.
 - You MUST check in at registration to receive credit for *Graduation with Leadership Distinction!*
- Lunch will be provided for all registered presenters with a nametag at the Convention Center.

What do I need to know? Poster presentations

SIZE

We understand that some presenters might need to re-use their posters at other conferences with different dimension requirements or have cost limitations. To accommodate this, presenters may size their posters to fit within our minimum and maximum requirements.

- The **minimum size** for Discover UofSC posters, and for **Graduation with Leadership Distinction eligibility, is 2 feet by 3 feet** (oriented vertically or horizontally).
- **To fully utilize your allotted space, the recommended size is four feet high by 3.5 feet wide** (*this size is typically used for research*). These dimensions will allow two posters to fit side by side on the poster boards.
- The **maximum allowable size is four feet by four feet** (the outer vertical edge will curl around the display board if the poster is four-feet wide).
- Presenters are not permitted more than half the display board

Note: The Center for Integrative and Experiential Learning offers [poster templates](#) for ideas on how you might showcase your experiences within and beyond the classroom. You can also create your own design instead of using a template.

PRINTING OPTIONS

Plan ahead! Do NOT wait!!! Printing can take a LONG time, possibly days, especially with the number of students presenting posters.

Available to all campuses: UofSC Printing Services (on Columbia campus but open to all) - <http://printing.sc.edu/>. **NOTE:** Print on vinyl for cost savings and Printing Services usually offers a coupon. When/if available, the coupon will be posted at www.sc.edu/DiscoverUSC, in the “For Presenters” section.

Campus specific printing resources

In COLUMBIA:

- **[College of Arts and Sciences Computing Center](#):** Helpful pricing estimates provided on website.
 - NOTE: a few departments have their own poster printers – be sure to ask.
- **Honors College students:** Can apply to have the SCHC pay for poster printing through the [Honors College Conference Presentation Grant](#) (application at bottom of page). **Apply ASAP** as it can take up to 3 weeks for a response. Your poster does not need to be ready before applying.
- **Capstone Scholars:** to inquire about covering printing costs, email capstonescholars@sc.edu
- **College of Engineering and Computing:** email print@cec.sc.edu or visit the helpdesk in Swearingen 1D35. Printing costs are VERY reasonable. Can either be paid through a department account if your mentor is covering costs or with your Carolina card.
- **School of Public Health:** limited printing available. Check on costs and ask your mentor/supervisor about payment options and process.
- **School of Medicine-Columbia:** Must have permission from mentor.
- **Printing Services:** available to all students, all campuses; *printing discounts available if poster is submitted VERY early*. Contact Printing Services directly. Be sure to ask on pricing, cheapest material to print on (typically vinyl), and payment method.
- There are also **many off-campus printing options** both on-line mail order that can be quite reasonably priced (even printing on fabric!) but planning ahead for shipping is essential plus many office supply and/or shipping stores can print posters. Compare pricing and services.

For AIKEN:

There are three poster printers on campus available for students - ask your mentor which to use and check pricing:

- Biology/Geology department
- USCA Operations
- Instructional Services department

For UPSTATE:

Printing options may be complicated, please PLAN AHEAD. It may take days! Contact the [Office of Sponsored Awards and Research Support](#) for options.

EQUIPMENT

- Each presenter can use up to HALF the standing display board and will be provided 4 pins for attaching the poster to the board.
- Posters must be able to attach to the boards. No tri-folds permitted.
- *NO electricity, tables, chairs, etc., are available* (unless required to accommodate a special need).
- If you wish to have access to slides or a video as part of your poster presentation, we recommend bringing a tablet to hold during your presentation. Thomas Cooper Library has a limited number available for check out.

POSTER SET UP and REMOVAL

- The Exhibit hall will open 30 minutes prior to the beginning of your session and posters must be up by the start time (unless you have permission to come late due to class; it is still recommended to send your poster with a friend so that it is already up and ready for you).
- **Know your poster number OR your last name!** 😊 You can look up your poster number on the Discover UofSC website under "[Find a Presenter](#)" section (*available in early April*). Signs will be posted at the end of each row for locating your poster spot. Volunteers will also be available for assistance.
- All posters must be removed immediately after the session. If you have to leave early, you must make arrangements for removal. *Any items left will be thrown away.*

EXPECTATIONS

- Dress and behave professionally
- Be prepared with a presentation, discussion, overview, description, etc of your project and/or experience. Check the "how to tips" guides.
- You are expected to be present during the entire session (except for quick breaks). If you will not be available at any point during your assigned session due to class, etc, please attach a note to your poster indicating this, such as "Back at 2pm" or "Gone to class."
- Discover UofSC is open to the public. Attendees and reviewers may not be knowledgeable in the background of your project/experience. It is the student's responsibility to be prepared to present to both an expert and general audience.

What do I need to know? Oral presentations

LENGTH

Oral presentations are 10 minutes, followed by a 5-minute question and answer period.

This schedule will be strictly enforced.

You will be assigned a specific presentation time slot and location. Please arrive early to ensure you have time to get familiar with the space and load your presentation on the computer (if you use one).

FORMAT

Most students prepare a PowerPoint or PDF presentation slide deck, but this is not required. If you do, use standard or embedded fonts, pictures, etc., and bring your PowerPoint or PDF presentation file on a USB drive for loading on the presentation computer. (Presentations created in alternative programs may not be supported.)

NOTES:

- You may NOT bring your own computer.
- **Presentations must be brought on a Flash/USB drive.**
- Presentations can be loaded to the computer in your room at the beginning of your assigned session.
- Computers will be set with standard MS Office programs.
- Presentations created in alternative programs may not be supported.

EQUIPMENT

- Oral presentation rooms will be equipped standard with a laptop, projector, and screen.
- NO clickers provided. You may bring your own.
- **Bring your presentation on a Flash/USB drive.**

EXPECTATIONS

- Dress and behave professionally.
- You will be assigned a specific presentation time slot. You can look this up on the Discover UofSC website under "[Find a Presenter](#)" section (*available in early April*). Please understand that we will attempt to keep to this time as closely as possible, but adjustments may occur during the event. Please encourage your guests to arrive early with the understanding that delays may occur. Thank you for your patience and understanding!
- You are expected to attend all presentations in your section. If you absolutely must leave for class, etc., please do so unobtrusively (i.e. between presentations).
- Discover UofSC is open to the public. Event attendees will vary significantly. The majority will not be knowledgeable in the background of your project/experience. It is the student's responsibility to be prepared to present to both an expert and general audience.

What do I need to know? Creative presentations

OVERVIEW

There are two formats for Creative presentations: Creative/Oral and Creative/Displays.

- **Creative/Oral**
 - This format is similar to a traditional oral presentation where the presentation is shared in front of a formal audience for a short timeframe but also involve a creative component like a musical performance, dramatic reading, documentary excerpt, etc.
 - This type has access to a computer, projector, and screen as standard for oral presentations. Other equipment must be requested prior to the abstract deadline but absolutely NO LATER THAN the Friday after spring break.
 - Additional details under the Creative/Oral heading below
- **Creative/Display**
 - Similar to the poster session, displays are available for viewing and discussion throughout the 1.5 hour session and might involve static displays of artwork, collections, etc or demonstrations such as robots, book binding, instruments, etc
 - This format provides, *at minimum*, half of an 8 ft. table for the display space. Please contact our@sc.edu to discuss presentation needs and possibilities.
 - Electricity may NOT be possible, please plan accordingly.
 - Additional details under the Creative/Display heading below

CREATIVE/ORAL

LENGTH

Creative presentations are 10 minutes, followed by a 5-minute question and answer period. This schedule will be strictly enforced.

NOTE: if this is not appropriate for your presentation, please contact our@sc.edu to discuss other options prior to the abstract deadline but absolutely NO LATER THAN the Friday after spring break.

EQUIPMENT

- Rooms will be equipped standard with a laptop, projector, and screen.
- IF you have a computer presentation, video, etc, it MUST be loaded onto a **Flash/USB drive**.
- You may NOT set up your own computer.
- NO clickers provided.
- We will do our best to help facilitate other presentation needs but may be limited by the facilities.
- NOTE: Please contact our@sc.edu to discuss your presentation and equipment needs prior to the abstract deadline but absolutely NO LATER THAN the Friday after spring break.

MINIMUM PRESENTATION/DISCUSSION REQUIREMENTS

- Introduction of the work/activity to be presented which should include who, what, where, when, how, why (as appropriate)
- Reflection/Conclusion: what you learned or got out of the experience, what you want the audience to know from your presentation (some of this may also be included in the introduction)
- Question and answer period

EXPECTATIONS

- Dress and behave professionally.
- You will be assigned a specific presentation time slot. You can look this up on the Discover UofSC website under "[Find a Presenter](#)" section (*available in early April*). Please understand that we will attempt to keep to this time as closely as possible but adjustments may occur during the event. Please encourage your guests to arrive early with the understanding that delays may occur. Thank you for your patience and understanding!
- You are expected to attend all presentations in your section. If you absolutely must leave for class, etc., please do so unobtrusively (i.e. between presentations).
- Discover UofSC is open to the public. Event attendees will vary significantly. The majority will not be knowledgeable in the background of your project/experience. It is the student's responsibility to be prepared to present to both an expert and general audience.

CREATIVE/DISPLAY

EQUIPMENT

- Please contact our@sc.edu to discuss your presentation needs, including tables, chairs, easels, etc. prior to the abstract deadline but absolutely NO LATER THAN the Friday after spring break.
- Generally, each presenter will be provided the space equivalent to half of one 8-ft. table (~4ft).
- Electricity may NOT be possible.
- *NOTHING can be attached to the walls of the presentation space!*

DISPLAY SET UP and REMOVAL

- The Exhibit hall will open 30 minutes prior to the beginning of your session and displays must be up by the start time.
- **Know your number!** You can look it up on the Discover UofSC website under "[Find a Presenter](#)" section (*available in early April*). Signs will be posted for locating your spot. Volunteers will also be available for assistance.
- All materials must be removed immediately after the session. If you have to leave early, you must make arrangements for removal. *Any items left will be thrown away.*

EXPECTATIONS

- Dress and behave professionally
- Be prepared with a presentation, discussion, overview, description, etc., of your work and experience. Check the "how to tips" guides.
- You are expected to be present during the entire session (except for quick breaks). If you will not be available at any point during your assigned session due to class, etc, please attach a note to your display indicating this, such as "Back at 2pm" or "Gone to class."
- Discover UofSC is open to the public. Event attendees will vary significantly. The majority will not be knowledgeable in the background of your project/experience. It is the student's responsibility to be prepared to present to both an expert and general audience.

WHEN, WHERE, and WHAT am I presenting

- **Discover UofSC is on Friday April 22, 2022** in the Columbia Metropolitan Convention Center
- The primary form of presentation is POSTER; a VERY limited number of oral and creative presentations slots are available. These will be selected based on presentation needs and space.
- Find your presentation format, time and room location on the Discover UofSC website under "[Find a Presenter](#)" section (*available in early April*).
- ALL presenters must check in at the registration table at the Columbia Metropolitan Convention Center BEFORE their presentation.
- Shuttles from campus will be provided - [Parking and transportation information](#) (includes shuttle routes)

AWARDS and REVIEW PROCESS

NOTE: ALL GLD presentations will be evaluated on an individual, personal basis as part of the [GLD requirement](#). However, only those requesting a formal review through the abstract system will be competitively reviewed and thus eligible for an award.

- **To be considered for an award:**
 - You must request to be reviewed on the abstract submission form.
 - Only presentations that are reviewed/judged are eligible for an award.
- Each section will have at least two reviewers.
- Reviewers are faculty, staff, graduate students, and affiliates/friends of the university.
- Reviewers/judges may NOT be experts in your field/topic.
- It is the student's responsibility to present the project/experience to a wide variety of attendees.
- **Review Criteria** Presentations will be reviewed based upon:
 - Overall organization of presentation, including neatness/appearance of materials, if applicable
 - Clarity of presentation, both from the presenter discussing the project and the poster, display, or powerpoint (if applicable)
 - Clarity of abstract and how well it reflects/matches the content of the presentation
 - Subject matter: knowledge of topic/activity, understandability and logical presentation
 - Novelty, originality, relevance, significance, and/or impact of project
 - How effectively student presents, discusses project, and answers questions
 - Explanation of how the activity or beyond the classroom experience connects with academics, future goals, and general broad concepts
- **Remember:** you are just as important (if not more so) than your poster, display, powerpoint, etc. – this means that your communication skills (ability to get your point across, answer questions, and general enthusiasm) are very important!!

AWARDEES:

- For each section that is reviewed, awards will be given for first place and, likely, second place (depending on the number of presentations in that section). Some sections may award ties or honorable mentions.
- Winners will be announced on WEDNESDAY after the event through the [Office of Undergraduate Research social media](#) and the [Discover UofSC homepage](#).
- Awardees will be notified directly with an email of congratulations by **Thursday** following the event.
- Award certificates will be emailed as a PDF attachment to each student who presented the awarded presentation. These will be sent by the end of May.
- There is no money associated with this award.