

## **Presentation Guidelines for Finalists AAA Postdoctoral Fellow Platform Presentation Award**

Congratulations on being selected as a finalist for the AAA Postdoctoral Fellow Platform Presentation Award! As a finalist, you will present your talk in a special award session scheduled for Saturday, April 24 (Room 212AB of the Anaheim Convention Center). At this time, your talk will be judged by the AAA's Advisory Committee for Young Anatomists (ACYA). You will be competing against other finalists for a prize of \$500; two runners-up will receive \$150 each. The award winners will be announced at the AAA Annual Awards Banquet (Tuesday, April 27, 2010, 7:00-10:00 p.m., Anaheim Marriott).

Following are some guidelines for you to follow in making your presentation, the criteria on which you will be judged, and some other key items for you to note. Please feel free to contact Rachel Yablonowitz of the AAA staff in advance of the meeting if you have any questions ([ryablonowitz@anatomy.org](mailto:ryablonowitz@anatomy.org); 301-634-7910). Best of luck in making your presentation!

### **Presentation Guidelines**

1. **Length:** Your talk should be a maximum of 12 minutes long, leaving 3 minutes for responding to questions. You will be asked to stop speaking after 12 minutes and points will be deducted from your score (see Judging Criteria) if you have not completed your talk on time.
2. **Fonts:** If your talk includes a PowerPoint presentation, use standard fonts (*e.g.*, Times Roman, Helvetica, Arial, New Times Roman). Basic fonts are included on the session room computers; unusual fonts may not translate.
3. **Testing at home:** Test your presentation on a separate PC compatible computer to insure fonts are standard and components such as movies are included rather than merely linked in your presentation.
4. **What to bring:** Bring your presentation on a Windows readable USB flash Drive or CD-ROM. Include, in the same folder as your presentation, any external files utilized, *e.g.* movie files. Copy the entire folder to the USB flash Drive or CD ROM.
5. **Laptops:** You do not need to bring your own laptop to the meeting room. However, there will be connections available for presenters to use their own laptops. Speakers using their own laptops ***MUST HAVE*** a VGA HD15pin female output. Some laptops have special video output cables to get to the HD15pin required for connecting to external monitors and data projectors. If this cable is not with the laptop being used, there is no way to connect to a Data Projector. The laptop output resolution should be no more than XGA (1024x768). The native resolution on the data projectors is 1024x768, so higher resolutions will force the data projector into a compression mode, possibly losing some information or not projecting.
6. **Back-up:** We recommend that you bring a backup presentation format to cover the possibility of luggage loss, theft, and/or incompatibility.
7. **Speaker Practice Rooms:** Take advantage of the opportunity to check your presentation in one of the Speaker Practice Rooms located in the Convention Center (Room 21/Upper Level; Room 18/Mezzanine Level). The rooms will be open Saturday from 7:30 a.m.-6:00 p.m. We suggest that you check your presentation 4 hours in advance to verify that it will function on the equipment provided. The computers in the session room and speaker ready rooms will support PC and Mac presentations. The operating system will be Windows XP Professional, and software will include: Microsoft Office XP, Adobe Acrobat Reader, QuickTime, Windows Media Player, Flash Player.

8. **QuickTime...not so quick!**: If you are using Quick-Time, please let us know prior to the meeting. Additional time may be required to process your material prior to the session presentation.

9. **Session details:** Arrive in the session room a ½-hour before the session starts – therefore, by 5 p.m. All EB session rooms will be equipped with a data projector and computer, as well as a lavalier microphone, table microphone, and aisle microphone. Session rooms do not have Internet access.

### **Judging Criteria**

Members of the ACYA will attend and judge all of the presentations, using the following criteria totaling a possible 35 points:

**Scientific merit (10 pts):** Does the work make a reasonable contribution and/or extend our knowledge?

**Knowledge & Independence (10 pts):** How well were questions addressed? Does the postdoc know the topic, background, etc.? Is the postdoc an independent thinker who can think beyond the work presented? How much of the work did the postdoc do vs. how much was technician support or other students, postdocs, etc.? Does the postdoc know where to go next with the research?

**Clarity (5 pts):** Was the presentation easy to understand? Were difficult concepts explained clearly? Was sufficient background information provided?

**Aesthetics (5 pts):** What is the quality of appearance, order, organization, images, etc.?

**Important:** You will receive no points in this category if your presentation is not completed and must be cut short at the 12-minute mark. Practice, practice, practice!!

### **Other Important Information**

A. Your Saturday presentation will be made before a relatively small audience for the purpose of judging your knowledge and presentation skills as compared to the other finalists. Because of the competition with PIs submitting abstracts to AAA's platform sessions, not all finalists will also be presenting a talk in one of AAA's platform sessions. If you are, then your award presentation gives you one final opportunity to polish your presentation skills. Few other societies give postdocs the chance to give a platform presentation – make the most of it!

B. We strongly encourage you to bring your own cheering section! Your advisor, mentor, department faculty, and fellow students & postdocs can not only cheer – they can also help you shine by asking some relevant questions.

C. A member of the AAA Program Committee will attend to serve as a mentor to ACYA moderators. AAA Board members may also be present.

D. Winners will be announced at the AAA Annual Awards Banquet (Tuesday, April 27, 2010, 7:00-10:00 p.m., Anaheim Marriott). If you RSVP for the banquet, your complimentary ticket will be distributed to you by either an AAA staff member or an ACYA committee member on the day of your presentation. Other guests may purchase a ticket in advance of the meeting by going to [http://www.anatomy.org/forms/banq\\_reg\\_new.asp](http://www.anatomy.org/forms/banq_reg_new.asp).

E. It's always a good idea in life to thank those who have helped you along the way. We hope you'll keep this in mind throughout the award process.

F. AAA would also appreciate your feedback on the experience and ways in which it could be improved for the future.

**GOOD LUCK!!**