Presentation Guidelines for Platform Award Finalists

Congratulations on being selected as a finalist for an AAA Platform Presentation Award! As a finalist, you will present your talk in a special award session. At this session, your talk will be judged by the AAA’s Advisory Committee for Young Anatomists (ACYA). You will be competing against other finalists in your category for a prize of $500; runners-up will receive $150. The award winners will be announced at the AAA Closing Awards Ceremony (Tuesday, March 31, 2015, 8:00 pm).

Langman Graduate Student Platform Award Session – Sunday, March 29 from 10:30 am – 12:00 pm
Postdoc Platform Award Session - Sunday, March 29 from 5:00 pm – 6:30 pm
Educational Research Platform Award Session – Monday, March 30 from 5:00 pm – 6:30 pm

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 Colby Shultz of the AAA staff in advance of the meeting if you have any questions (cshultz@anatomy.org; 301-634-7907). 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**: Try to use standard fonts on your presentation (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 (ex- movies) are included and not just linked in your presentation.

4. **What to bring**: Bring your presentation on a Windows readable USB flash Drive, in the same folder as your presentation, any external files utilized, e.g. movie files. Copy the entire folder to the USB flash Drive. You will need to arrive at the session room 30 minutes before the session begins in order to load your presentation onto the meeting room computer.

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 then 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 (see final program for the room number). 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, and Flash Player.

8. **QuickTime:** All QuickTime users should make sure to visit the speaker practice room AT LEAST 24 hours in advance, due to additional processing time that may be required.

9. **Session details:** All EB session rooms will be equipped with a data projector and computer, as well as a lavaliere 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 **50 points**:

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<th>Points</th>
<th>Criteria</th>
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| 5      | **Timing** – 12 minute maximum presentation time limit  
• If you go over time, 2.5 pts will be deducted for less than a 1 minute over time limit but presentation completed  
• 5 pts will be deducted for 1 minute over time limit or presentation not completed |
| 5      | **Originality of Work** |
| 5      | **Aesthetics of Display** |
| 10     | **Clarity**  
• 5 for clarity of display  
• 5 for clarity of presentation  
Was the presentation easy to understand? Were difficult concepts explained clearly? Was sufficient background information provided? |
| 15     | **Scientific Merit**  
• 5 points for scientific method  
• 5 points for appropriateness of experimental design  
• 5 points for substantive contribution to the field |
Other Important Information

A. Your award presentation will be made before a smaller audience for the purpose of judging your knowledge and presentation skills as compared to the other finalists. 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.

B. We 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. Winners will be announced at the AAA Closing Awards Ceremony (Tuesday, March 31). If you RSVP for the awards ceremony, your complimentary ticket will need to be picked up in the Anatomy Lounge, of the Convention Center. Other guests may purchase a ticket in advance of the meeting.

D. Travel award checks can be picked up in the Anatomy Lounge (Room 103 in the Convention Center) after you have presented your poster or oral presentation. For poster presentations, checks can be picked up after 4pm and for oral presentations it can be picked up after your session.

D. 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.

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

GOOD LUCK!!