



Presentation Guidelines & Tips for Platform Award Finalists

- **Langman Graduate Student Platform Award Session** – Platform finalists are programmed in various hybrid and platform sessions.
- **Postdoc Platform Award Session** - Platform finalists are programmed in various hybrid and platform sessions.
- **Educational Research Platform Award Session** – Platform finalists are programmed in various platform sessions.

Congratulations on being selected as a finalist for an AAA Platform Presentation Award! As a finalist, you will present your talk in the session that you have been programmed. AAA's Committee for Early Career Anatomists (CECA) will judge your talk. You will be competing against other finalists in your category for a chance to win an additional prize of \$1000 for first place (\$500 in honorarium and \$500 in meeting reimbursement expenses) and \$400 for second place. **The award winners will be announced at the AAA Closing Awards Ceremony on Monday, March 25th in Toronto.**

Presentation Tips

1. **Length:** Your talk should be a **maximum** of 12 minutes long, leaving 3 minutes for responding to questions. **Points will be deducted from your score (see Scoring rubric – page 2) if you go over time.**
2. **Fonts:** When preparing your presentation, use standard fonts (e.g., Times, New Roman, Ariel, Helvetica, etc.). If you use a font that is not standard, it should be embedded into your PowerPoint presentation.
3. **Testing at home:** Test your presentation on a separate PC-compatible computer to ensure fonts are standard and components (for example, video clips) are included and not just linked in your presentation.
4. **What to bring:** Bring your presentation on a readable USB flash Drive, in the same folder as your presentation, and any external files utilized, *e.g.*, video 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 to load your presentation onto the meeting room computer.** [Click here](#) for more AV instructions. Be sure to create your presentation using 16:9 aspect ratio. The operating system for the presentation laptops will be Windows 10, and software will include: Office 2019, Adobe Acrobat Reader 11, QuickTime, Windows Media Player, Flash Player, and VLC Player. **Mac presentations created in Keynote will not be supported. Those individuals using Mac computers must bring their own laptops that will be tied into the switcher to run their presentations.**

5. **Laptops:** You do not need to bring your own laptop to the meeting room, unless it is on a Mac computer. However, if you would prefer to use your own laptop for your presentation, please review the following:

- If you are using your own laptop, it must have either a Mini-Display Port, HDMI or USBC output to connect to the cabling that runs to the data projector in the session rooms. Some laptops have a special interface cable that attaches to the output of their laptop to hook to external switchers, monitors and data projectors. If your laptop requires this, you will be required to bring your own adaptor as they will not be provided. AAA is not responsible for equipment left in the session rooms.
- **Mac presentations created in Keynote will not be supported. Those individuals must bring their own laptop to be tied into the switcher so they can run it off their own computer.**

6. **Back-up:** We recommend bringing a backup presentation format to cover the possibility of luggage loss, theft, and/or incompatibility.

7. **Presentation upload:** Speakers must arrive at the session room 30 minutes before their session begins to touch base with the in-room AV technician. Bring your presentation on a readable USB flash drive. The AV tech will assist you in loading it onto the PC laptop provided. There is no central server system for the conference.

8. **Session details:** Session rooms will be equipped with standard projection equipment provided which includes a DLP data projector, laptop, 4x1 switcher, D'san programmable timer, laser pointer, and technician. Session rooms do not have Internet access.

Travel Award

Travel award checks can be picked up at the Anatomy Central booth located near registration. There will be posted hours that you will be able to pick up.

Student/Postdoc Poster & Oral Presentation Scoring Rubric

Award Judges will use the following criteria in judging poster and oral presentations: (50 points max.)

1. **Timing, poise, and clarity of presentation (10 points):** 5 points for timing; no points are given if over allotted time (orals = 12 min., posters = 5 min.; excluding questions). 5 points for clarity and poise of presentation; the work was explained clearly, at the appropriate level, and in a style that was engaging to the audience.
2. **Aesthetics and clarity of display (10 points):** The poster or oral presentation followed a logical order, was attractive/appealing, and comprehensive and complete.
3. **Scientific Merit (20 points):**
 - Introduction (5 points): The research question/hypothesis/objective/purpose was clearly stated. The scope and indication of the study needs were presented.
 - Methods (5 points): The approach/method(s) for answering the research question was clearly stated and appropriate for the study. The methods were sufficiently described to understand the study protocol.

- **Results/Conclusion (5 points):** The results were clearly stated and placed in their appropriate context. The principal conclusions were concisely stated and supported by the study's findings. For descriptive works (e.g., case studies), the presenter discussed the work's feasibility, uniqueness, and/or limitations and how the project could be viable for future research.
 - **Communication/Significance (5 points):** The author effectively communicated the results' significance and indicated the findings' implications.
4. **Breadth of Scientific Knowledge (10 points):** The author had overall content knowledge and the ability to answer questions (i.e., can the speaker think critically about and discuss the topic beyond the presented work).