

2025 Guidelines for Showcase Presentations

Virtual Oral Presentations

Presenters will be assigned a presentation time and given a Zoom meeting link ahead of the Showcase. On the day of the Showcase, student presenters will log in to their assigned Zoom link at least 10 minutes before the start of the Zoom session. All student presenters are expected to be present for their entire Zoom session. Multiple presenters will be assigned to each Zoom room, and students will present in the assigned order.

Faculty Moderators will introduce student presenters and allow them to share their screens with everyone to begin their 10-minute presentation. Students can choose to create their presentations in any format they prefer. We *strongly encourage* student presenters to share their video while presenting and answering questions. Moderators will alert presenters through the chat window when they have one minute remaining. Following each presentation, there will be a 5-minute question and answer session. At least one faculty judge will evaluate each presentation. **The scoring rubric that will be used is available on the Showcase website:** <https://hhd.fullerton.edu/studentresearch/instruction-student-presenters.html>. Take a look at this rubric when creating your presentation.

Guide to Creating Your Presentation Slides

- **Where to start:** When you distill your research into slides, first and foremost, please speak to your mentor. Organize your thoughts and create an outline for your presentation that *generally* includes the following:
 - Title page
 - A statement of the problem
 - Your motivation for examining the problem and its possible significance
 - A high-level view of the results
 - Details of results
 - Significance of your results
 - Conclusions and future directions for this work
- **Color:** Make sure the background and text color are highly readable. There's nothing wrong with basic dark lettering and a white background for your slides. If you choose a background theme or color, enhance continuity and viewability by keeping it consistent and subtle. It is recommended you select a lighter "cool" color for the slide background, like blues and greens. There are no other color restrictions for the text and images.
- **Font:** Choose a font that looks professional and clear, and use a large font size whenever possible. We recommend using an 18-point font or larger.
- **Time Limit:** Each presentation will be allotted a maximum of 10 minutes. If you are presenting in a group, the 10-minute limit remains.
- **Group Presentations:** Please practice with your co-presenters to make sure the transitions between individuals are precise so that the presentation does not exceed the time limit. We recommend that all presenters unmute themselves at the presentation's start, with one student controlling the slideshow and the other student(s) joining in where appropriate.
- **General Tips:**
 - There is no limit on the number of slides used, but a general rule is that it should take 1-3 minutes to talk through the material on one slide.
 - Cut down on the amount of text. Use bullet points and images where possible. If you put up a slide with a lot of words, most people will focus on reading instead of listening to you. Instead, write down your notes on a separate page and have them with you during your presentation.
 - Check carefully for spelling errors! It helps to have another person look over your presentation for errors.
 - Consider adding some space between lines of text (an empty 10 pt line is quite effective)

- Remember, – a good presentation requires a presenter to fill in the important details for the audience. Let your slides guide your story, but not tell it!

Digital Posters

Email your final digital poster document to hhdresearch@fullerton.edu by Thursday, April 17, by 11:59 PM.

On Showcase day, students will present their posters during an **in-person poster session** on the CSUF campus. Weather permitting, the poster session will be outdoors, however, out of direct sunlight. Poster sessions will take place in the afternoon (1:00 to 4:50 PM), with four 50-minute poster sessions, starting on the hour with ten minutes between sessions.

Posters will be presented in digital format. No printing of your poster is needed, nor will there be any accommodations to hang or display your poster during the session. Instead, student presenters will create their posters using PowerPoint and submit their completed files to hhdresearch@fullerton.edu by Thursday, April 17, 2025, by 11:59 PM.

On the day of the Showcase, presenters will arrive at the designated campus location at least 10 minutes before their assigned poster session starts. Stations will be set up with a computer and a monitor for each student presenter. Digital posters will be pre-loaded onto students' assigned computer/monitor stations; however, we recommend students bring a backup of their digital poster presentation on a USB drive on the day of the Showcase. Internet may not be readily available at the poster session location.

Students presenting a **Completed Project** poster will be visited by at least one faculty judge during their session. Judges will evaluate posters and presenters based on the scoring rubric available on the Showcase website: <https://hhd.fullerton.edu/studentresearch/instruction-student-presenters.html>. Take a look at this rubric when creating your poster.

For students presenting an **In-Progress** poster, at least one faculty discussant will stop by your poster, discuss your project with you, and give you feedback.

Anyone on campus is invited to the poster session, so ask your family, friends, classmates, and instructors to come visit your poster. Small prizes will be raffled off during the poster sessions. Small bites and refreshments will be available from 1-3 PM during a reception to congratulate all our student presenters.

Format

Presenters can create their digital posters as either multiple slides or a single PowerPoint slide. Sample templates are available for download on the Showcase website: <https://hhd.fullerton.edu/studentresearch/instruction-student-presenters.html>. Using a multi-slide template allows presenters to “zoom in” on a particular aspect of the poster and present that sample or graph on a separate slide from the rest of the poster. Students can also choose to use their own template as long as it is in **landscape orientation**. We recommend setting your poster dimensions to 48 inches (width) by 24 inches (height). Any template can be made into a multi-side template just by adding additional slides!

Guide to Creating Your Poster

- **Creating Your Content:** When you distill your research into a poster-ready format, first and foremost, please speak to your mentor. A general rule when preparing a poster is to make sure the following:
 - The title effectively communicates the subject matter
 - Purpose/objectives clearly stated
 - Applicability or relevance of work identified
 - Concise explanation of methods/analysis used
 - Methods used are clearly conveyed
 - (if applicable) Results are presented clearly, and Conclusions supported by the data
 - Funding sources and participants acknowledged
- **Height & Width:** Digital posters should be in landscape orientation and not exceed 48 inches in width (left to right) and 24 inches in height (top to bottom) at 200 DPI. Digital posters should be legible when they are zoomed out or zoomed in.
- **Color:** It is recommended you choose a lighter color for the poster background, preferably white. There are no other color restrictions for the text and images.
- **Font:** Make sure the poster title and the author names are clearly identified. Choose a font size such that the text on your poster is legible when zooming out from your digital poster. Here is a recommendation for font sizes:
 - 72-90 pt for the title
 - 48-60 pt for the authors
 - 48-60 pt for the subtitles
 - 28-40 pt for the main text
 - 24-26 pt for image captions
- **General Principles of Design:** Use appropriate graphics and bullet points wherever possible to convey information effectively and make the poster look appealing.

If you have any questions about your presentation, contact Showcase organizers at hhdresearch@fullerton.edu