

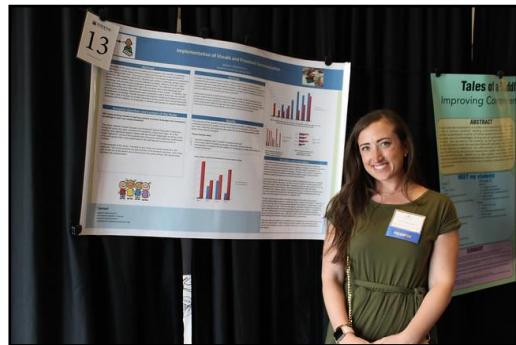
## Presentation Guidelines

***Both the production of the posters and associated costs are the responsibility of the presenters.***

Please check with your faculty research advisor/faculty sponsoring your project for additional details. Students are responsible for bringing copies of their final reports/presentations as a handout, as well as essentials should your project require additional materials (we will provide push-pins, tape, pens, etc...).

**The following presentation options are available to students:**

**1. Poster Presentation:** Please check with your faculty member or academic program to confirm dimensions of your poster. Some industries, i.e. healthcare, require a specific size. A good size to use if you have no restrictions is 48" wide x 36" high. Clips with pins are provided to hold the posters up on the panel/drapery; therefore, students must use plain poster paper (laminated or plain) that fit the designated dimensions. Please see sample:



**2. Easel Presentation:** Students must use a sturdy/firm board (also known as foam board) which is lightweight yet strong enough to stand alone on an easel. Check with your faculty member or program about specific dimensions. A good size to use if you have no restrictions is 48" wide x 36" high. Please see sample:



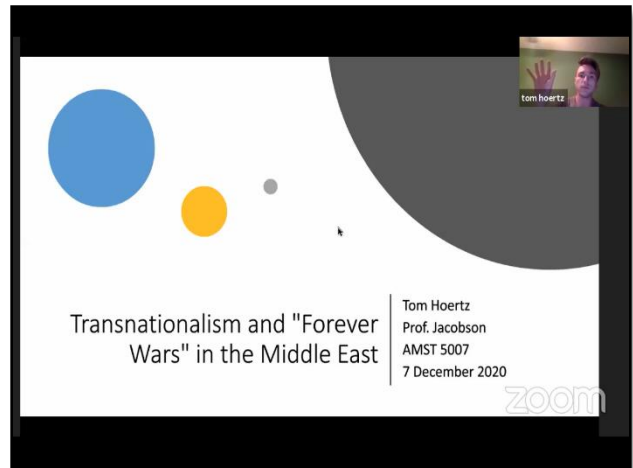
**3. Table Top Presentation:** You will be using a tri-fold/z-fold sturdy board display. You may be provided a cocktail table or a part of a rectangular table. Feel free to bring in props and/or handouts related to your research. Please see sample:



**4. PowerPoint Presentation:** You will need to bring your own laptop and the laptop should be fully charged (outlets may not be near your table). You may be provided a cocktail table or a part of a rectangular table. You are encouraged to print out your PPT slides and provide them as handouts as well as bring any other props related to your research. Please note that we will not be able to provide you with any additional tables due to the number of expected presentations. Please see sample:



**5. Virtual Presentation:** In lieu of an in-person presentation, students may request to submit a virtual option. Virtual presentations must be pre-recorded and should typically last between 15-20 minutes total (unless instructed otherwise by your program). At the beginning of your presentation, please state your name, your program, your project advisor, and your presentation title. Videos must be pre-recorded via Zoom and saved to the Cloud. *\*\*Virtual presentations need approval from your Program Chair. The William T. Daly School of General Studies & Graduate Education will contact each program to verify approval prior to sending confirmation of your participation as a virtual presenter.*



Please be descriptive and decisive when filling out your registration form.

Due to space limitations, there may not be room to change your plan once your abstract is submitted. If you need to change your project, you must do so in writing to [Sarah.Albertson@stockton.edu](mailto:Sarah.Albertson@stockton.edu) at least 7 business days prior to the event.