

SYMPOSIUM for UNDERGRADUATE RESEARCH and CREATIVE PROJECTS

Checklist for students.

The website for the event: (<http://undergradsymposium.higp.hawaii.edu>)

- 1) Register for the Symposium by submitting your abstract online and indicating special needs for your oral presentation (if any). Check the deadline and word limit.
- 2) Respond to emails about lunch orders, etc. without delay. We need your help to make everything run smoothly.
- 3) If you want to use the Symposium subsidy for printing your poster, then read the instructions for printing a poster at FedEx Kinko's (online), and get the authorization letter from the Honors Program Office (Sinclair Library room 504B). Please do not use this option if you have access to a poster printer in your own department.
- 4) Print and study the poster guidelines (online).
- 5) Poster Delivery: Bring your poster to the Keoni Auditorium on Friday between 1:30 and 2:30 p.m. Posters will be displayed on free-standing, grey or white display boards. Make sure your work is mountable with push pins. We will supply the push pins.
- 6) Instructions for oral presentations: Put your PowerPoint presentation on a CD-ROM or DVD (generic format, e.g. ISO 9660) and on a flash memory stick that has a USB connector. (In general, we recommend bringing your presentation on two devices in case one does not work.) Please do not bring your own laptop. The laptops provided for you will have the latest version of PowerPoint. Stick to the time limit.
- 7) There will be no internet connections available in the session rooms.
- 8) Approximately a week before the event, check the Symposium website for the schedule of oral presentations so you can see when and where you will be speaking. If you have questions or concerns about the schedule, send email to symposia@higp.hawaii.edu
- 9) Pre-load your PowerPoint presentation on the laptop in the session room where you will be speaking. Do this on Friday between 1:30 and 4:30 or Saturday morning during check-in. This also gives you time to become familiar with the room and equipment.
- 10) When you give your oral presentation, you will be introduced by the session moderator. He or she will enforce the time limit and will politely stop you if you go too long.
- 11) Sticking to the scheduled times for speakers is paramount. If something prevents you presenting at your time, the schedule will not be altered.
- 12) As a courtesy to all presenters, please stay in your session for the entire duration. It is OK to leave a session to move to another one if you are not a presenter.