



## Guidelines to be followed in presenting a research paper at AJSHS

1. The presentation of a paper does not mean the paper is to be covered in its entirety.
2. The paper should be *summarized*. This summary should include a brief description of the problem being investigated, an abbreviated version of the materials and methods employed by the investigator, an overview of the results and the conclusions reached.
3. All materials used during the presentation should *add to*, not distract from, the trend of thought, which is being presented.
4. The speaker may use the following materials in his presentation: Power Point Presentations (highly encouraged), LCD projector with a laser remote control, and a whiteboard and dry-erase markers. **No demonstration equipment, or posters are allowed in the presentation.** Models are limited to those that easily held in one hand. **If the speaker uses PowerPoint, be sure to follow the National Guidelines.**
5. If possible, speak about the paper and not simply read it.
6. A good presentation is the result of much practice. Good, interesting presentations are **NOT** accidents. They are planned and rehearsed.
7. If you plan to use an LCD projector in your presentation, then practice with one or at least make believe you have one when you practice your presentation. Slides should be legible/readable from a distance of 50 feet (preferably 75 feet). NOTE: It is highly recommended to use PowerPoint Presentations.
8. Time limit for each paper presentation will be **10 minutes** followed by a **2 minute question period**. This time limit must be strictly adhered to as the Symposium will be run on a very tight schedule. *Speakers will be penalized if they exceed this time limit.*
9. Your position or slot for order of presentation will be determined by random drawing. The order of presentation has no relation to the strength or quality of the paper.
10. Please inform us as to the audio-visual material which you will need for your presentation when you attend the speakers meeting. (The packet you will receive when you register at the Symposium will include a list of all presenters in the order of their presentations.)
11. A microphone, podium, and laser pointer will be present for your use.