

## **GUIDELINES FOR PRESENTERS at RaCAS**

### **Eligibility**

- Any CU Denver or CU AMC undergraduate or graduate student who has engaged in research, creative, or other scholarly activity is encouraged to apply.
- Students enrolled in Spring 2017 are eligible, as are those students who were enrolled in Summer 2016 or Fall 2016, even if they have graduated.
- All presentations must be reviewed and approved by a CU Denver or CU AMC faculty mentor.

### **Logistics**

- RaCAS will be held in the Student Commons Building at CU Denver on Friday, April 28, 2017.
- All presentations and performances will be scheduled between 9:00am and 2:00pm. It may not be possible to accommodate individual requests regarding the scheduling of presentations.
- Presenters are expected to remain for the duration of their session and be available to answer questions. Awards for outstanding presentations will be announced during the convened session at 2:00pm.
- All presenters are expected to summarize their scholarly activities for an educated, non-expert audience and to field questions.

## **PRESENTATION FORMATS**

### **Posters**

- Paper posters should be 3' X 4' in size and may either be wall-mounted or mounted on foam core provided by the presenter. Easels will be provided to presenters by Symposium organizers.

**Note:** You may be asked to change poster format (wall vs. easel) based on space availability.

- It is assumed that individuals presenting posters will not require additional equipment or accommodation. Any additional accommodation must be specified on the application.
- Although posters are typically 3' X 4', it is possible to accommodate larger posters. Presenters must specify their needs on the application to make sure that the necessary space is provided.
- Presenters should discuss poster printing with their mentor, department/unit, or college/school. Inexpensive and no cost options for printing exist on both campuses.

**Poster preparation:** Presenters are encouraged to create their poster in an electronic format using software, such as PowerPoint.

- Although it is assumed that faculty mentors will provide the necessary guidance, support for poster preparation may be obtained through the Auraria Library.
- Alternatively, presenters may [learn more about how to create an effective poster presentation](#).
- For additional guidelines, please check out [Boston University's website](#). Review sample poster templates: [PowerPoint Example 1](#) or [PowerPoint Example 2](#).

### **Exhibits, such as sculpture, photography, painting, models, or designs**

- A table, easel, and/or additional floor or wall space may be provided, as well as outlets. Please specify on the application.
- Presenters are responsible for making arrangements for AV equipment, computers, monitors, etc.

- Presenters should be prepared to discuss the creative process as part of their exhibit (such as, media used and underlying meaning ) and to field questions from attendees.

#### **Video, streaming media, web**

- A table, easel, and/or additional floor or wall space may be provided, as well as outlets. Please specify on the application.
- Presenters are responsible for making arrangements for AV equipment, computers, monitors, etc.
- Presenters should be prepared to discuss the creative process as part of their exhibit (such as, media used and underlying meaning) and to field questions from attendees.

#### **Oral Presentations**

- Oral presentations will typically be no more than 12 minutes in length, with 2-3 minutes for questions.
- Presenters may propose performances of varying length, such as, lightening talks or panel presentations. Proposals will be reviewed for feasibility within the confines of the venue for the Symposium.
- Once scheduled, the timing of presentations will be enforced.

#### **Performances**

- Performances include, but are not restricted to readings, musical compositions, and monologues.
- Although performances should be no more than 12 minutes in length, presenters may propose performances of varying length. Proposals will be reviewed for feasibility within the confines of the venue for the Symposium.
- Presenters should be prepared to discuss the creative process as part of their performance and to field questions from the audience.
- Once scheduled, the timing of performances will be enforced.

#### **Mini-Symposium or Panel Discussion**

Proposals for mini-symposia and panel discussions are also being considered for RaCAS.

- These are envisioned as comprising 4-6 coordinated presentations on a single topic of substantial current interest and importance. Each is normally two hours long. Following a brief introduction by the organizer, each speaker will generally have 12 minutes for presentation, with an additional three minutes for discussion. However, other formats will gladly be considered, such as readings of variable length or lightening talks.
- Organizers will be expected to design the mini-symposium or panel discussion to appeal to a relatively broad audience, as well as to promote the session and RaCAS to other students, faculty and staff.
- The deadline for submitting a proposal for a RaCAS 2017 mini-symposium is 17 February; all complete proposals will be reviewed, with 6-10 selected.

If you have questions about RaCAS, the application, or the mini-symposium program, please email Dr. Leo P. Bruederle at [Leo.Bruederle@ucdenver.edu](mailto:Leo.Bruederle@ucdenver.edu) or telephone 303-556-3419 (direct).