LASS/PRISM STUDENT GUIDE

I. **The process: deciding to present at LASS/PRISM, submitting a proposal or abstract, and presenting**.
It is your responsibility to initiate the process of presenting at LASS/PRISM, including idea generation and abstract or proposal submission. However, this entire process is faculty mentored. We've put together some resources in this document you may find helpful for generating ideas, performing your scholarly work, writing the proposal or abstract, managing your time, and preparing for a rewarding experience as presenters. In addition, faculty-led Snack and Learns for students are typically held to guide students through abstract writing and submission, design and preparation for oral presentations, presenting a paper, and design and presentation of PRISM posters.

1) **Generation of ideas for a LASS or PRISM presentation**
Scholarly work presented at LASS/PRISM typically stems from H-designations, honors theses, independent studies, and coursework. You may take the lead with a group or work independently.

2) **Proposals and abstracts**
You are required to submit a proposal or abstract of your work for consideration for a presentation at LASS/PRISM. We are using the terms proposal and abstract interchangeably as they are discipline specific. Abstracts for LASS/PRISM must not exceed 250 words and must be submitted electronically by midnight of the deadline to the form on the LASS website (https://oglethorpe.edu/symposium/). Set up deadlines for draft and final reviews of your proposal with your faculty mentor before submission. If your proposal has been accepted for presentation at LASS/PRISM, please schedule time to prepare and rehearse your presentation with your faculty mentor. (See section III.3, Preparation for LASS/PRISM presentations below.)

You have the option to present in an oral, poster, or panel format, which must be indicated upon proposal submission. One student may take the lead with a group or you may work independently. A committee of faculty from a variety of disciplines including the humanities, arts, and sciences will convene to review proposals and abstracts. The committee will organize accepted oral presentations into sessions of 3-4 talks; if a full panel is selected, it will receive its own 75-minute session.

Discipline-specific guidelines:

Course-embedded research (CUREs)
One student may submit an abstract on behalf of a class detailing the CURE for presentation at PRISM. Please include the course name and number, names of all students, number of posters, and description of the central theme underlying all projects.

Panel
One student may submit a proposal on behalf of a group detailing individual research projects to be presented in a cohesive session with a central theme. Please include the names of all participating students, the central theme underlying all projects, and a brief description of how the individual research contributes to the central theme.

Art, Photography, and Film
Student proposals must include the title of their work, dimensions (flatwork and photography) or length (film and digital media), and short description.

Music
Students must write a short proposal detailing their performance with verbal introduction. The proposal should include the title and length of the piece.

Resources for writing abstracts:
- https://writingcenter.gmu.edu/guides/writing-an-abstract
- https://www.uky.edu/academy/sites/www.uky.edu.academy/files/How%20to%20Write%20Research%20Abstract.pdf
- https://urc.ucdavis.edu/conference/write.html
- https://writingcenter.unc.edu/tips-and-tools/abstracts

- https://cdn.ymaws.com/acmq.org/resource/resmgr/annual_meeting/2019_annual_meeting/write-science-abstract.pdf
- https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3732725/pdf/13191_2013_Article_299.pdf

3) **Preparation for LASS/PRISM presentations**

Schedule time with your faculty mentor to prepare and rehearse your presentation. This may require more than one meeting, so do not wait until the week before LASS! Practice your presentation out loud to yourself or someone(s) else. Work on using engaged and effective speech, enunciating clearly, and speaking at an appropriate pace. Time your the presentation and make changes to content as needed. Do not simply talk faster if your presentation is too long.

Resources for oral and poster presentations:
- **Oral presentation**
  - https://www.wiley.com/network/researchers/promoting-your-article/6-tips-for-giving-a-fabulous-academic-presentation
  - https://www.apa.org/science/about/psa/2014/02/presenting
  - https://www.nature.com/scitable/topicpage/effective-oral-presentations-13906743/
- **Presentation slides**
  - https://www.nature.com/scitable/topicpage/presentation-slides-13905480/
- **Oral presentation structure**
  - https://www.nature.com/scitable/topicpage/oral-presentation-structure-13900387/
- **Paper presentation**
  - https://brevitymag.com/craft-essays/can-you-hear-me/
- **Answering questions**
  - https://www.nature.com/scitable/topicpage/answering-questions-13907464/
- **Poster design and presentation**
  - https://colinpurrington.com/tips/poster-design/
  - https://www.nature.com/scitable/topicpage/poster-presentations-13907939/

II. On LASS/PRISM day

Enjoy! You have worked hard and rehearsed your presentation, so stay confident and enjoy presentations from your peers too. Here are some additional tips:

Arrive early!

Arriving early to your session allows you to speak with the moderator once more, collect your thoughts and nerves, and see your audience to identify individuals that may be good to focus on during your talk. At PRISM, arriving early allows you to set up your poster at the height you want, meet your "neighbors," and get comfortable.

Dress appropriately.

The attire is business casual. Formal wear, party clothes, or clothing with slogans are generally not appropriate unless relevant to the content or tradition of your presentation. Follow these guidelines compiled by the A-Lab:
- You may want a tailored jacket over a professional dress or pantsuit.
- Shoes should be plain and not too tall (no platforms, sandals, or sparkle.)
- No 'club wear' -- short skirts, low-cut blouses, or tight-fitting clothes.
- Hair, makeup, jewelry should be conservative. Pull your hair back if you play with it when nervous.
- Hair and facial hair should be trimmed and neat; clean-shaven is generally best.
- Shoes and belt should match in color.
- No white socks.
- No polo shirts, t-shirts, hats, athletic wear, sneakers.
- No chewing gum, food, take-out cups, or cell phones.