



Postdoctoral Research and Career Symposium

November 4-5, 2020

General Presentation Guidelines

Presentation Preparation

In lieu of the virtual format for the symposium this year, the poster sessions will be replaced with a combination of pre-recorded presentations and live Q&A sessions. Abstracts must be submitted when you register, with abstract submission closing either 4 weeks prior to the symposium (10/14) or once 50 abstracts have been received, whichever comes first. Each presenter will submit a recorded presentation, 10-15 min long, two weeks prior to the symposium (10/21). The recorded presentations will be available to view by symposium attendees for one week starting from the evening before the symposium (11/3 to 11/10). During the designated technical sessions, each presenter will host a live 45 minute Q&A session via BlueJeans for symposium attendees and presentation judges to discuss and ask questions regarding the presented research.

Note – Argonne researchers must submit both the abstract and presentation to PANDA for approval before presenting at the Symposium.

- Be sure to make text on slides and figures legible
- Body of slides is “free form” – presenter’s choice
- Have your slides, and back-up slides, available for referencing during the live Q&A session
- **Slides in 16:9 format preferred, but 4:3 format is also acceptable**
- Institutional logo, title, authors, affiliations, acknowledgements, and publications should be visible in designated places
 - Use template slides for primary institution
- Additional guidance:
 - Title slide, including authors and affiliations
 - Acknowledgements (if required)
- Your presentation should reflect each of the following areas:
 - (1) Motivation/Major accomplishments
 - (2) Results
 - (3) Impact
 - (4) Future Directions

Judging Rubric

Due to the wide diversity of research ongoing at Argonne, presentations will be judged on the quality and appearance of the presentation and on the presenter’s overall presentation skills. You should construct your presentation for a general technical audience, thus we hope to encourage a high level of cross-divisional and cross-directorate participation.

The judging rubric is on the following page for your reference, along with additional resources for preparing and recording your presentation on the final page.

Symposium Contacts: postdoc-symposium@anl.gov



UChicago ►
Argonne_{LLC}



A U.S. Department of Energy laboratory managed by UChicago Argonne, LLC

Judging Rubric

Instructions: Please select a score of 1 to 10 for each question below and sum the total score for each individual rubric. Include any general comments regarding any issues, concerns, or insights you feel will give the scorers a better understanding of your view of the poster. Comments will be used in the event of a tie.

Poster Number and Title	
Overall Presentation Quality Were the slides visually appealing and easy to read? Are fonts, headings, colors, and white space used creatively? Would someone who starts this presentation be motivated to finish the presentation and join the live Q&A?	
Topic Organization Is the topic clearly evident? Is the layout of the presentation logical, providing sequential information from title to conclusions? Is it easy to follow?	
Presenter's Knowledge of Topic Did the presenter clearly convey the topic of their presentation, answer questions, and discuss information in a way that was easy to understand (i.e. would the layperson be able to understand? Is too much jargon used?)?	
Presenter's Oral Presentation Skills Was the presenter confident and professional? Did they appear focused (i.e. looking at camera), use few verbal pauses (e.g. umm, ah), and answer all questions in a professional and concise manner?	
Clarity/Significance of Illustrations Do figures/illustrations convey significant information in a straightforward manner and are they properly sized? Does the text concisely supplement the necessary information and primary take-aways of the slides?	
Total Points (Max of 50)	
Comments:	

Additional Presentation and Poster Design Resources

If you need	Resource
Instructions for recording your presentation using PowerPoint	PSAV (from ACS Fall 2020 resources) https://anl.box.com/s/ez8gfs5ms31z9fq63bnr6quxfj4adr
Virtual presentation tips	PSAV (from ACS Fall 2020 resources) https://anl.box.com/s/2288so82jmvidea4b4jv5uia61kbl01c Perfecting Your Presentation Skills (Christopher J. Kramer) https://my.anl.gov/article/postdoc-guest-speaker-series-perfecting-your-presentation-skills ^[SN1]