



# Postdoctoral Research and Career Symposium

November 4-5, 2020

## ***General Presentation Guidelines***

### **Presentation Preparation**

Symposium attendees are invited to showcase their research through pre-recorded presentations and live Q&A sessions. Abstracts must be submitted during registration, with abstract submission closing **October 14**. Each presenter must submit a recorded presentation, not longer than **5 minutes**, by October 21 using the video submission link that was included in the registration confirmation. The recorded presentations will be available for symposium attendees to view during November 2 –16. During designated technical sessions, each presenter will host a live 45 minute Q&A session via BlueJeans for symposium attendees and presentation judges – who are free to come and go as they please – to discuss and ask questions regarding the presented research. Judges will gain access to the recorded presentations on October 28 to begin judging and will consider both the recorded presentation and the live Q&A session.

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

Submit recorded presentations with the following filename format:  
*surname\_givenname\_PRC2020\_video*

### General Guidelines/Best Practices for Presentation and Q&A

- Be sure text on slides and figures are legible
- Body of slides is “free form” – presenter’s choice
- Have your slides, and any supplemental 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/Background
  - (2) Methods/Results
  - (3) Impact/Major accomplishments
  - (4) Future Directions

## Judging Rubric

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 to facilitate a high level of cross-divisional and cross-directorate participation.

The judging rubric is on the next page for your reference and additional resources for preparing and recording your presentation are on the final page.

### Symposium Contacts: **Registration**

Conference Services  
Argonne National Laboratory  
Argonne, IL 60439  
Phone: 630-252-5586

### **Abstracts**

Dr. Kristene Henne  
Argonne National Laboratory  
Argonne, IL 60439  
Phone: 630-252-2907



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

## Sample Judging Rubric

Instructions: Please select a score of 1 through 10 for each section and then sum the total score in the requested box. Include comments regarding any issues, concerns, or insights you feel will give the scorers a better understanding of your view of the presentation. Comments will be used in the event of a tie.

### Presentation Number and Title

#### Overall Presentation Quality

Were the slides visually appealing and easy to read? Were fonts, headings, colors, and white space used creatively? Would someone who started this presentation be motivated to finish the presentation and join the live Q&A?

#### Presentation Organization/Skills

Was the topic clearly stated? Was the presentation structure logical and easy to follow for a wide audience? Was the presenter confident and professional (i.e. looked at camera, if used, and used few verbal pauses, e.g. umm, ah)?

#### Clarity/Significance of Presentation

Did figures/illustrations clearly convey significant information? Did the text concisely complement/summarize the key take-aways? Did the presenter clearly convey and discuss the topic – i.e. not too much jargon?

#### Overall Q&A Session Quality

Was the presenter confident and professional – i.e. looked at camera, if used, and used few verbal pauses, e.g. umm, ah? Did the presenter reference original/supplemental slides when appropriate?

#### Q&A Session Topic Knowledge

Did the presenter understand and clearly address questions – i.e. not too much jargon used, answers relevant to questions?

**Total Score** (Max of 50)

#### Comments

## Additional Presentation and Poster Design Resources

If you need	Resource
<b>Instructions for recording your presentation using PowerPoint</b>	PSAV (from ACS Fall 2020 resources) <a href="https://anl.box.com/s/ez8gfs5ms31z9fq63bnr6quxfj4adr">https://anl.box.com/s/ez8gfs5ms31z9fq63bnr6quxfj4adr</a>
<b>Virtual presentation tips</b>	PSAV (from ACS Fall 2020 resources) <a href="https://anl.box.com/s/2288so82jmvidea4b4jv5uia61kblo1c">https://anl.box.com/s/2288so82jmvidea4b4jv5uia61kblo1c</a>  Perfecting Your Presentation Skills (Christopher J. Kramer) <a href="https://my.anl.gov/article/postdoc-guest-speaker-series-perfecting-your-presentation-skills">https://my.anl.gov/article/postdoc-guest-speaker-series-perfecting-your-presentation-skills</a>