Presentation Guidelines for Platform Award Finalists

Congratulations on being selected as a finalist for an AAA Platform Presentation Award! As a finalist, you will present your talk in a virtual session. At this session, your talk will be judged by AAA's Committee for Early Career Anatomists (CECA). You will be competing against other finalists in your category for a first-place prize of $500 and second place prize of $150. The award winners will be announced the week of May 3rd (after the annual meeting)

> **Langman Graduate Student Platform Award Session** – Platform finalists are programmed in various Hybrid and Platform sessions
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> **Postdoc Platform Award Session** - Platform finalists are programmed in various Hybrid and Platform sessions
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> **Educational Research Platform Award Session** – Platform finalists are programmed in various Platform sessions

Following are some guidelines and tips for you to follow in making your presentation, the criteria on which you will be judged, and some other key items for you to note. Please feel free to contact Colby Shultz of the AAA staff in advance of the meeting if you have any questions (cshultz@anatomy.org). Best of luck in your presentation!

Presentation Tips

1. **Length**: Your talk should be a <u>maximum</u> of 12 minutes long, leaving 3 minutes for responding to questions. Points will be deducted from your score (see Scoring rubric – page 2) if you go over time. This one is very important.

2. **Slides:** Similar to an in-person event, think of ways to keep your audience engaged to discourage them from tuning out. Use standard fonts such as Times New Roman, Helvetica, Arial. Create your presentation using 16:9 aspect ratio. We do not have a specific format or template for you to use. You will be controlling your own slides from your computer during your presentation.

3. **Internet/computer for your live presentation:**
- The presentation time is in eastern daylight time (EDT) so please adjust accordingly to your time zone.
- Make sure your Wi-Fi or internet is strong.
- We recommend that you use a computer and not a mobile device or tablet to give your presentation.
- Close everything on your computer that is not being used for the presentation.
- If sharing internet with other users, ask them to minimize their internet use during your presentation.
- Keep your background neutral and free of distractions.

- Speakers will be using Zoom Meeting Client. We recommend that you have the most recent version of Zoom downloaded on your computer. It can be the free version if you do not have an account through your university/institution.
- Sound / Microphone - Pick a quiet spot! Put a sign on the door/office to the room you are in reminding others you are "on air." Most computers have a built-in microphone which will work fine. To ensure your voice sounds clear and external noises are kept to a minimum, you could also consider an external USB microphone that plugs into your laptop or a headset with a built-in microphone can also be plugged into your computer. Whatever microphone you plan to use, be sure to test it in advance.
- Lighting - Have the brightest source of light facing you or coming from the left or right at a 45-degree angle so that you are clearly visible when speaking. A ring light or natural light would work well. Do not have your brightest light behind you and avoid windows behind you if possible.
- Be sure that your camera is eye level, so you are not looking up or down. Look into the camera – it is your audience.
- Log in 30 minutes prior to your scheduled session time, using the Zoom link sent to you, to greet your fellow presenters, do a quick technical check and a quick run through of the session timing. The zoom link will be sent the week prior to your talk.
- Try to relax and be natural!

Student/Postdoc Poster & Oral Presentation Scoring Rubric

Award Judges will use the following criteria in judging poster and oral presentations: (50 points max.)

1. **Timing, poise, and clarity of presentation (10 points)**: 5 points for timing; no points are given if over allotted time (orals = 12 min., posters = 5 min.; excluding questions). 5 points for clarity and poise of presentation; the work was explained clearly, at the appropriate level, and in a style that was engaging to the audience.

2. **Aesthetics and clarity of display (10 points)**: The poster or oral presentation followed a logical order, was attractive/appealing, and comprehensive and complete.

3. **Scientific Merit (20 points)**:
   - Introduction (5 points): The research question/hypothesis/objective/purpose was clearly stated. The scope and indication of study need were presented.
   - Methods (5 points): The approach/method(s) for answering the research question was stated clearly and was appropriate for the study. The methods were sufficiently described to understand the study protocol.
   - Results/Conclusion (5 points): The results were clearly stated and placed in their appropriate context. The principal conclusions were concisely stated and supported by study's findings. For descriptive works (e.g., case studies), the presenter discussed the feasibility, uniqueness, and/or limitations of the work and how the project could be viable for future research.
   - Communication/Significance (5 points): The author effectively communicated the significance of the results and indicated the implications of the findings.

4. **Breadth of Scientific Knowledge (10 points)**: The author had overall content knowledge and the ability to answer questions (i.e., can speaker think critically about and discuss the topic beyond the presented work).