



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 the session that you have been programmed. AAA's Committee for Early Career Anatomists (CECA) will judge your talk. You will be competing against other finalists in your category for a chance to win an additional prize of \$1000 for first place (\$500 in honorarium and \$500 in meeting reimbursement expenses) and \$400 for second place. The board increased the travel award and competition award amounts this year. The award winners will be announced at the AAA Closing Awards Ceremony.

Langman Graduate Student Platform Award Session – Platform finalists are programmed in various Hybrid and Platform sessions

Postdoc Platform Award Session - Platform finalists are programmed in various Hybrid and Platform sessions

Educational Research Platform Award Session – Platform finalists are programmed in various Platform sessions

Following are 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 maximum 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 especially important.**
2. **Fonts:** When preparing your presentation use standard fonts (e.g., Times, New Roman, Ariel, Helvetica, etc.). If you are using a font that is not standard it should be embedded into your PowerPoint presentation.
3. **Testing at home:** Test your presentation on a separate PC compatible computer to ensure fonts are standard and components (ex- movies) are included and not just linked in your presentation.
4. **What to bring:** Bring your presentation on a readable USB flash Drive, in the same folder as your presentation, any external files utilized, e.g., movie files. Copy the entire folder to the USB flash Drive. **You will need to arrive at the session room 30 minutes before the session begins to load your presentation onto the meeting room computer.** [Click here](#) for more AV instructions. Be sure to create your presentation using 16:9 aspect ratio. The operating system for the presentation laptops will be Windows 10, and software will include: Office 2019, Adobe Acrobat Reader 11, QuickTime, Windows

Media Player, Flash Player, and VLC Player. Mac presentations created in Keynote will not be supported. Those individuals using Mac computers must bring their own laptop that will be tied into the switcher to run their presentations.

5. **Laptops:** You do not need to bring your own laptop to the meeting room. However, if you would prefer to use your own laptop for your presentation, please review the following:

- If you are using your own laptop, it must have either a Mini-Display Port, HDMI or USBC output to connect to the cabling that runs to the data projector in the session rooms. Some laptops have a special interface cable that attaches to the output of their laptop to hook to external switchers, monitors and data projectors. If your laptop requires this, you will be required to bring your own adaptor as they will not be provided. EB is not responsible for equipment left in the session rooms.
- Mac presentations created in Keynote will not be supported. Those individuals must bring their own laptop to be tied into the switcher so they can run it off their own computer.

6. **Back-up:** We recommend that you bring a backup presentation format to cover the possibility of luggage loss, theft, and/or incompatibility.

7. **Speaker Practice Rooms:** All speakers should check their presentation 4 hours in advance (if possible) to verify the presentation will function on the equipment provided. Speakers should arrive in the session room a ½ hour before the session starts.

The Speaker Practice Rooms will be open Saturday – Tuesday, 7:00 am – 5:00 pm. Check the schedule for the room location.

8. **Session details:** Session rooms will be equipped with standard projection equipment provided which includes a DLP data projector, laptop, 4x1 switcher, D'san programmable timer, laser pointer, and technician. Session rooms do not have Internet access.

Closing Awards Ceremony

Winners will be announced at the AAA Closing Awards Ceremony on Tuesday, April 5 at 7:00 pm. If you signed up to attend the awards ceremony, you will need to pick up your ticket in person at the Anatomy Lounge in the convention center.

Travel Award

Travel award checks can be picked up in the Anatomy Lounge after you have presented your poster or oral presentation. For poster presentations, checks can be picked up after 4pm and for oral presentations it can be picked up after your session.

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).