

ASE Intern Symposium Instructions

ASE staff and community members are continually impressed by the quality of the presentations that you bring to the conference, and we are excited to celebrate your summer successes with you at this year's Symposium!

A Few Reminders...

Participate in all Symposium activities, including the welcome addresses, on-campus lunch, activities, recognition ceremonies, all oral presentation sessions (not just the one in which you are speaking), and the poster session. *If you miss an activity or leave early you will not fulfill the internship requirements and therefore forfeit school credit, second half of stipend and completion of the program.*

Complete the oral and poster presentations in accordance with the guidelines outlined in the Symposium Handbook. Your presentations are critical in determining your allocated grade written on your credit and completion packet at the end of the summer.

Oral Presentation Sessions

YOUR PRESENTATION

1. Arrive a few minutes early for your presentation session. Introduce yourself to the presider and ask if he or she has questions about how to pronounce your name or your presentation title.
2. You may ask the Teacher Monitor/Session Aide who is assigned to your room to advance your presentation slides for you.

OTHER PRESENTATIONS

1. Have your Session Passport (*located in your folder*) stamped by the Session Aide in your room.
2. Do not switch rooms once the session begins. It is disruptive to the speaker.
3. Complete the **oral presentation evaluation** (available online) in order to provide helpful feedback to other interns regarding their presentations. We will send your feedback to the interns after the conference.

Poster Sessions

1. Arrive a few minutes before your poster session starts and check to make sure that your poster is ready for viewing. Be ready to engage viewers and answer questions!
 - If your poster location number is **odd**, you will **stand by** your poster and answer questions from viewers from **5:00-5:30 pm**. You will then view your peers' posters from 5:30 – 6:00 pm.
 - If your poster location number is **even**, you will **stand by** your poster and answer questions from viewers from **5:30 – 6:00 pm**. You will *view* your peers' posters from 5:00-5:30 pm.
4. Complete **poster evaluations** (available online) to provide feedback to other interns on their posters. We will send your feedback to the students after the conference.