

EVERYTHING YOU'VE EVER WANTED
TO KNOW ABOUT

Preparing for the ASE Symposium

...BUT WERE AFRAID TO ASK.



Apprenticeships in Science and Engineering
Saturday Academy

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SYMPOSIUM PREPARATION CHECKLIST

Beginning to prepare for the Symposium now is essential to your success. Take it step by step. Try setting small goals each week. Begin outlining the content of your presentation next week, and take it from there. As you get ready, use the following checklist as a guide.

3-4 WEEKS BEFORE

- Finalize your symposium title with your mentor and submit to ASE via the form
- Avoid presentation titles that are long and complicated
- Decide if you'd like to save your presentation to the ASE / UP Repository
- Start outlining your presentation (This can look like creating section slides or a talking points outline in a document)

2 WEEKS BEFORE

- Share your outline presentation with your mentor and let them critique it
- Work on your presentation!
- Make sure that your presentation includes your name, the name of your mentor, the mentor organization and logos for both your mentor organization and Saturday Academy

1 WEEK BEFORE

- Ask your mentor to look over your presentation before it is finalized
- Conduct virtual dress rehearsals with your mentor, family, and friends
- Verify that your presentation takes no more than 12 minutes (or 24 minutes if co-presenting with another intern)
- Review and organize your visual aids: Are the slides for your presentation ready? Are your notes prepared?
- Please send your slides to your teacher monitor as a back-up.**

ATTEND THE SYMPOSIUM

- Dress in your best business attire
- Join Symposium online conference on time
- Have your presentation ready to share digitally. You will share your presentation by sharing your screen in a Zoom breakout room with your teacher monitor or President, Saturday Academy staff member, and small group of fellow interns. Your mentors and family members are also invited to attend.

The ASE website will have a final conference program, including assignments of break out rooms and presentation order posted before the Symposium.

ABOUT THE SYMPOSIUM

The Symposium is the final major event of your ASE summer program. It represents the culmination of your summer internship activities. All ASE interns will join the online conference to share their eight-week summer work experiences. Each of you will present your summer's work through a 10-12 minute oral presentation to other interns (3 minutes allowed for questions), your teacher monitor, Saturday Academy staff member, and whichever mentors and parents attend the event. Students are also allowed to include a video as part of their presentation if making the video was part of their internship experience.

The Symposium is the critical learning event of the summer. It requires you to organize and synthesize your work at the internship. You'll learn to present a concise overview of the technical area in which you worked, and you may learn new skills, like how to prepare a presentation, along the way. This enrichment activity is designed to broaden your exposure to areas of science and technology, and improve your speaking and presentation skills.

Your ASE Symposium Responsibilities

Before

- Submit the title of your presentation by the requested due date.
- Prepare your 10-12 minute talk (this is HOMEWORK, though your mentor may contribute to your practice time).

During

- Each intern will give a 10-12 minute talk, with a 3 minute Q&A. Interns presenting with a partner each speak 10-12 minutes. A presentation for two partners will include a total of up to 24 minutes of speaking with a 6 minute question period.
- Each intern will listen to other presentations when they are not giving a presentation.
- Each intern must dress appropriately in business or business casual attire.

THE NARRATIVE OR “WHAT I DID THIS SUMMER” PRESENTATION

This style of presentation will allow you to share information regarding the career area you explored, as well as information about new skills and information you learned.

INTRODUCTION OR BACKGROUND

Introduce your internship’s field of study. Describe the areas of your mentor’s organization that you have been exposed to. Discuss the ways that your mentor’s organization is involved in the community. Describe some of the practical uses of the knowledge or technology being developed by people in this field. Keep your discussion brief since you will provide more details in the next section.

METHODS OR PROCEDURES

This section should explain what activities you did during your internship and why each was important. Diagrams and flow charts that illustrate the steps of processes you learned, or that show how each area of the field is related are effective, as are pictures of you conducting your work.

FUTURE OF THE FIELD

This section discusses the future of the career area you have explored. Where is this line of work heading? Are there new areas of expansion or new products or projects that are under development? What employment prospects are there for others interested in this field? Where do you believe your experience will take you next and how do you think you’ll benefit from your exposure to this industry or career area?

ACKNOWLEDGMENTS & RECOGNITION

Please include a brief statement recognizing your mentor, mentor organization, Saturday Academy and anyone else who contributed to your internship. Please include the Saturday Academy logo.

The “What I Did This Summer” Presentation

- Introduction
- Methods or Procedures
- Future of The Field
- Acknowledgments

THE ORAL PRESENTATION

At the ASE Symposium, each intern will give a 10-12 minute oral presentation. Each presentation will take place in a “break-out” room with an audience of ~9 interns, a teacher monitor or room presider, a Saturday Academy staff member, and invited mentors and family members. If you worked closely with another intern on the same project or tasks, then you may give a single presentation together. However, each person is expected to speak for up to 12 minutes (that means teams of 2 will be assigned a 24 minute time slot with a 6 minute question period). The oral presentation is your opportunity to explain your project to another person.

Please keep your Symposium title concise!

During the presentation, you’ll want to include a description of each part of your internship or project and explain your research in enough detail so the audience understands what you did, how you did it and what you learned. Keep in mind that your audience is likely to include people without technical expertise, as well as those with higher levels of expertise. In order to communicate well with both groups, be sure that your presentation is logical and easy to follow. Make your message clear. Below are some key points to consider when preparing your presentation.

OUTLINING YOUR PRESENTATION

You’ll start by telling the audience who you are and follow by introducing your topic. During the oral presentation, you’ll end your talk by acknowledging those who assisted you during your internship and asking “Do you have any questions?”

Once you have outlined your presentation, **take the outline to your mentor and let them critique it.** Come to an agreement on what should be included and then work on refining your outline. Do not write the talk out word for word. The best talks usually come from the briefest outlines.

CHOOSING YOUR VISUALS

Visuals (and color) add a lot to a presentation. Including graphs, tables and other illustrations will help explain your project. Use good judgment in determining the number of visuals you use and try to balance their contents (some text, some graphics). Don’t overwhelm the audience with too many graphs.

Although you do not want to quickly flash through multiple visuals, you should not spend too much time on a single visual either. Visuals should be large, simple, and uncluttered. Focus on important information. Each

visual should make one simple statement and supplement what you are saying while the visual is on the screen.

Types of Visual Aids

- Text slides listing key points you are presenting
- Data tables, charts, and graphs
- Diagrams, flowcharts, illustrations
- Photos of facilities, instruments, people, animals, etc.

Keep in mind that your audience might or might not be familiar with your topic, so avoid jargon or technical terminology that audience members with less expertise will not understand. If it is essential to use specialized terms, remember to explain them briefly. You may also need to interpret visuals for your audience. For example, when showing a graph, remember to name the variables on each axis and highlight the important features of the graph. Do not read each number in the table or figure. Call attention instead to the important points.

GUIDELINES FOR CREATING VISUALS

Most students use PowerPoint presentations. It is important to remember that content is much more important than fancy visual aids. Your bells and whistles won't mean much to your audience unless the content is clear, purposeful and well explained. As you prepare your visuals, keep the following guidelines in mind.

Use color and background designs that will heighten interest in your talk and support the theme of your presentation (for instance, if you worked at an aquarium, perhaps blues and greens would make a nice background). You want color and design to enhance the content of your visuals so make sure there is plenty of contrast between the background and any text or graphics you are using. You don't want your audience to squint, so use BIG, BOLD print. Be sure that all information is readable and pay attention to point size and line spacing. Most importantly, check your spelling!

Visuals, Texts, & Graphics Should Be:

- Not obscured by too much color or design
- **BIG, BOLD**, and adequately spaced
- Spelled correctly!

PRACTICING YOUR PRESENTATION

The most important key to a successful oral presentation is plenty of practice. Go into a room alone with your outline and your visuals. Maintain good posture, decide on an opening sentence or two and memorize them. Speak aloud even though no one can hear you. Stop and start over as often as necessary to make it sound right. Practice while using your visuals and equipment as you talk. As you practice, pace yourself. The natural tendency when we speak in front of others is to speed up. **SLOW DOWN**. Deliver your presentation at a comfortable pace. Time yourself and make cuts in content if necessary to keep your talk at 10-12 minutes. Practice the talk until you are comfortable with it.

Your Key to Success

- Practice
- Practice Again
- **Practice Again & Again**

Finally, work with audiences who will listen and give you feedback on your presentation. Practice in front of people who know your topic well (like your mentor, co-mentor or fellow intern). They can check for technical accuracy and give you valuable feedback. Practice in front of people who don't know the topic (like family members or friends) to make sure your talk is understandable. Take note of any questions they ask. This will help you anticipate questions that you may be asked by your Symposium audience.

DELIVERING YOUR PRESENTATION

Do not read your presentation to your audience. You should have practiced enough so that reading is unnecessary. Rely on your outline and your visual aids. You have worked hard and know more about your project and internship than anyone else. That makes you an expert!

Be positive and confident of your work. Look interested in what you are doing and present your work enthusiastically.

Dress in “business attire,” which includes dress slacks, a dress or skirt, a blouse or dress shirt and nice shoes. No t-shirts.

Remember that you are representing yourself, your mentor, and your mentor’s organization at all times. Once you’ve finished, answer all questions that you can. If you are not certain of an answer, you might say, “I’m not certain, but I think it might be……”.

ADDITIONAL PRESENTATION RESOURCES

University of Virginia article, “How to Make an Oral Presentation of Your Research”:

<http://undergraduateresearch.virginia.edu/present-and-publish/presentation-tips>

Mathematical Association of America *Math Horizons* article, “Advice on Giving a Good

PowerPoint Presentation”: <http://www.d.umn.edu/~jgallian/goodPPTalk.pdf>

Tips for Giving Your Talk

- Speak up and project your voice
- Don’t read your presentation—know it well enough so you can speak while looking at your audience
- Sit up straight, smile, have a good time
- Remember: the audience supports you; the Symposium is not a competition!

BEYOND YOUR INTERNSHIP

You've just spent the summer learning about a new area of science and developing new technical and professional skills. Rather than viewing the Symposium as the end of your internship, why not view it as the beginning of your involvement in science and research? There are several science fairs, symposia, and other science competitions that may interest you. We have listed several such events below along with their web addresses so you can find out more.

Oregon Jr. Academy of Science and Jr. Science & Humanities Symposium

<http://www.jshs.org/>

Intel Northwest Science Expo – Oregon Students

<http://www.nwse.org/>

Regeneron Science Talent Search

<http://www.societyforscience.org/STS>

Be sure to check out the Student Resources page on the ASE website for additional resources, including scholarships, internships and even more competitions.

<https://www.saturdayacademy.org/ase-student-resources>