



Paideia Conference Guidelines

(adapted from the presentation guidelines for the National Conference on Undergraduate Research)

Individual Presentation

An oral presentation of 10 minutes in length with five additional minutes allotted to each presenter for questions. Each session of up to three presenters will have a moderator responsible for strictly enforcing the schedule, introducing speakers, and facilitating Q&A. Oral presentations are held in technology-enhanced, or "smart" rooms in the Tribble Library. The typical room has a computer, projector, projection screen, sound system, and podium with AV controls and laptop connections. Some specialized rooms have document cameras, smart boards, and other equipment relevant to the coursework or discipline being taught in the space.

All rooms include:

- PC or MAC with port for removable USB storage device
- Projector and large screen or large format TV monitor
- Audio system/speakers
- Wireless internet capabilities

Panel/Roundtable Presentations

A panel of no more than three presenters. The panel/roundtable is allotted 50 minutes to present and field questions. Each session will have a moderator responsible for strictly enforcing the schedule, introducing speakers, and facilitating Q&A. Oral presentations are held in technology-enhanced, or "smart" rooms in the Tribble Library. The typical room has a computer, projector, projection screen, sound system, and podium with AV controls and laptop connections. Some specialized rooms have document cameras, smart boards, and other equipment relevant to the coursework or discipline being taught in the space.

All rooms include:

- PC or MAC with port for removable USB storage device
- Projector and large screen or large format TV monitor
- Audio system/speakers
- Wireless internet capabilities

Notes to Individual and Panel/Roundtable Presenters

- We recommend using the computer provided in your presentation space.
- You may choose to create slides in Google Slides, Microsoft Power Point, Prezi, or other programs.

- You can save your presentation to the Cloud and/or bring digital presentation materials on a USB flash drive. It is strongly recommended that presenters have backups of their digital presentation materials.
 - If there are any difficulties during the presentation, please inform the moderator who will contact the conference organizers.
 - You should arrive at your assigned classroom at least 10 minutes prior to the start of your session to transfer your digital presentation material to the computer and ensure that it opens properly.
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Poster Presentations

All poster sessions will take place in the Tribble Library. Poster presentations are paper displays that must be prepared in advance. They may include exhibits of models, devices or computer programs. Poster sessions will last 50 minutes.

Poster Hanging

- Each presenter is provided with an easel, a trifold board (measuring 36" x 48" inches), and clips to attach the poster.
 - Presenters should arrive approximately 10 minutes before their presentation time to find their assigned location and hang their posters. Posters will be taken down immediately following the assigned session.
 - Presenters must be available to discuss their displays during their assigned session.
 - Posters must be readable from at least three feet away.
 - No technology is provided for posters. If any is required, include in your proposal.
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Performance

A. Music

Submissions may be made in the following categories:

1. Music: original composition or arrangement
2. Musical performance

Original composition or arrangement and musical performance. Presenters must also submit a list of required equipment (piano, number of music stands, etc.). Music performances may be up to 15 minutes in length, with 5 additional minutes for questions.

B. Dance

Submissions may be made in the following categories:

1. Dance performance or choreography

Dance performances may be up to 15 minutes in length, with 5 additional minutes for questions.

C. Theatre

Submissions may be made in the following categories:

1. Original work: monologue or scene (up to 5 actors)
2. Interpretive work: monologue or scene (up to 5 actors)

Performances may be up to 15 minutes in length, with 5 additional minutes for questions.

D. Film

Submissions may be made in the following categories:

1. Original film

A presentation may be up to 15 minutes in length; if your film is longer, you will not be able to show all of it. There will be 5 additional minutes for questions.

E. Visual Arts Presentation

Visual Arts presenters will exhibit their work in The Tribble Library or the Torggler Fine Arts Center. Presenters may display one to two works of art, depending on size and selection by the committee.

F. Artwork Submission Guidelines

1. Work cannot include live organic material, candles, or open flames.
2. If there are concerns regarding size of the piece, consult the conference organizer before submitting the proposal.

Professional Courtesy

Paideia offers an opportunity for participants to observe, learn, and practice professional etiquette common to all disciplines. Presenters should remain in the room until all presentations in their sessions are complete. The other presentations may offer new insights, and all presenters deserve the same audience and respect. Spectators to sessions should enter and exit oral and performing arts session rooms between (not during) presentations.