Guidelines for Preparing the Final Presentation
Summer Intern Program 2025

Final Presentation Guidelines

In addition to submitting a final paper discussing your summer research project, you are also required to give a conference-style presentation on your research and results. You will be presenting to the entire VIMS community on **Wednesday, July 30th, 2025** in the Watermen's Hall Auditorium. All REUs will be allotted 15 minutes to speak with an additional 5 minutes for questions from the audience. All presentations must be created in a PC-version of PowerPoint (do not use Google Slides or other presentation software for this presentation). You should work with your mentors to develop this presentation. Presentations need to be brought on a USB/jump drive or shared as a .pptx file with the TA (njschoenberg@vims.edu) ahead of time.

Mandatory Dates and Times

- **Monday, July 28th, 2025 from 8:30 am – 5:00 pm** (*time subject to change*) you will practice your presentation with the REU Program Coordinator Dr. Grace Massey, the REU TA, Natalia Schoenberg (TA) and REU interns in Andrews Hall 326 (room location subject to change). Grace, Natalia and REUs will provide constructive feedback on your slides and overall presentation style. Order of presentations will be based on *reverse alphabetical order*. **All REUs are expected to attend the presentation *before* and *after* their presentation**. See TA for instructions if you are presenting first or last.

- **Tuesday, July 29th, 2025 from 8:30 am – 5:00 pm** (*time subject to change*) you will participate in a "dress" rehearsal of your presentations in the Watermen's Auditorium with Grace, TA, REU interns and mentors. Your presentations should be finalized and "next to perfect." You are practicing as if you are giving your presentations to the entire VIMS community. Grace, Natalia, REUs and mentors will provide constructive feedback on your slides and presentations and overall presentation style in order to polish your final presentations. Your mentors will focus on providing constructive feedback to the scientific aspects of your presentations – take their feedback seriously and make final adjustments to your presentations accordingly. Order of presentations will *be based the mentor availability and randomly assigned otherwise*. **All REUs are expected to attend the presentation *before* and *after* their presentation**. All REUs will complete two Peer-Review Comment Forms for the two presentations they attend and give (via in person or email) to appropriate presenter. See TA for instructions if you are presenting first or last.

- **Wednesday, July 30th, 2025 from 10:00 am – 2:30 pm** (*time subject to change*) you will participate in the VIMS REU Conference in the Watermen's Auditorium. At **9:00 am** you should arrive in the Auditorium dressed ready to present and bring your PowerPoint presentation on a USB to upload to the Auditorium computer and saved as "**FirstName_LastName_FinalPresentation**" on the desktop. TA will order the presentations on the desktop based on the order of presentations. Presentations will be in order of research topic: physics, chemistry, microbial processes, micro and macro flora, and ending with micro and macro fauna. The conference will promptly begin at 9:30 am (*time subject to change*) and be in two sessions. **Two REUs will be selected to serve as moderators, one for each session**. Your session moderator will introduce you by sharing your name, home institution and name of your presentation. Your session moderator will also oversee the Q&A following your presentation. NOTE: ensure that your moderator

knows how to correctly pronounce your first and last name and home institution. All REUs will complete two Peer-Review Comment Forms for the two presentations *following their own presentation* to deliver (via in person or email) to the appropriate presenters. See TA for instructions if you are presenting last.

Note: The REUs, mentors, special guests, and VIMS community will be invited to celebrate the successful completion of the REU Program with a light reception following the presentations.

Dress Code for Final Presentations

The final presentations are a time for you to present yourself as a professional scientist to the science community, so you will be required to dress appropriately and aim to look your best. Business casual or "smart" casual is recommended. You do not have to wear a suit and tie or fancy dress, but you should wear long pants or if wearing a dress or skirt it should not come higher than your knee. **DO NOT** wear shorts, jeans or denim, cutoff, ripped or shredded clothing. It is highly recommended that your outfit is comfortable and does not restrict breathing or movement. Google "how to dress for a conference" for specific ideas that work with your clothing style and comfort. The key goal is to look "academically" professional.

Further Final Presentations Guidelines:

While the Watermen's Auditorium venue provides a large projector screen, you will be presenting to both an in-person and virtual audience. Therefore, your font size *should not* be smaller than 18pts (including all graphs figures). If you are borrowing a figure from an outside source and the font is small, you should create a white box in PowerPoint to "white-out" the text and re-write the text in a larger font.

Title Slide: Your title slide should include the name of your project, your name and home institution, your mentor(s) and date of presentation (i.e., August 2, 2022). You also need to include the VIMS logo, your home institution logo, the NSF logo and any other appropriate logos based on your funding source or collaborators.

Background Slides: The background slides should supply sufficient background information for readers to evaluate the results of your research without going to the literature. Include appropriate graphs and figures to tell your story. Remember that if you are using images that you did not personally create or photos you did not take, you need to give source credit on the slide.

Objectives: The objectives slide should clearly and concisely outline your research objectives for your project.

Hypotheses: The hypotheses slide should clearly define your research hypotheses.

Methods: The method slide(s) should clearly describe the methods you utilized to conduct your research. Include pictures of you in the lab or in the field! It is also great to include pictures of the equipment or pictures from under the microscope (as appropriate).

Results: The results slide(s) should clearly outline the results of your research. Include appropriate graphs and figures to tell your story. Make sure all graphs and tables are legible, i.e.,

make sure font size of axes, data points, regression lines and equations, and error bars can be clearly seen from the back of the room or on a small computer screen.

Summary: You just gave the audience a LOT of information to process. Have at least one slide summarizing what you just shared.

Discussion: Now, put it all together. You should include a few slides to discuss the overall implications of your research. It would also be appropriate to relate your research to a broader impact.

Future Direction: If appropriate, you should include a section outline what you would do next if you were to continue.

Acknowledgments: List the names of your mentors and lab members. List names of anyone who has helped you or contributed to your research this summer. List the names of your funding sources. You need to include the *VIMS logo*, your *home institution logo*, the *NSF logo* and any other appropriate logos based on your funding source or collaborators.

Questions: (optional) it is often appropriate to include a slide with the word "Questions?" to indicate to the audience the completion of your presentation.

REMINDER: In preparing your slides, consider what you learned from the professional development seminar, "Talking Science" presented by Dr. Debbie Steinberg. Also, feel free to search the internet for further ideas, and take into consideration variations in color-blindness when creating or utilizing any graphics.