

Dear Colleagues.

Thank you for agreeing to present your work at the SOE Spring Research Colloquium! We hope this will provide an opportunity to highlight your recent scholarship and engage in dialogue with peers, colleagues, and community members.

**About the event:**

Presentations will take place in Cabell Library, Lecture Hall, on Friday, March 15, from 1:30-3:00pm. Tables will be set up on along the walls of the lecture hall. There will be about 15-20 presenters, and each presenter will spread out at “stations” along the tables. The presentation style will be informal- people will be milling around the room listening, asking questions, etc. Attendees will be given a “map” that shows presenter names, topics, and their location in the room.

The presentations will be from your own laptop computers. If you don't have access to a laptop, let us know, and we can arrange to have one available. Presentations should be brief (no more than 5-10 minutes), and should not be particularly text-heavy. See below for a few more suggestions/ guidelines.

**Guidelines for Powerpoint Presentations (e-Posters):**

To ensure that presentations are well-suited to this time and space/ format, we ask that a few guidelines are followed as you prepare your presentations:

1. Presentations should not exceed 10 slides in length.
2. Font size should be at least 30 point or higher.
3. Graphics, images, tables, and figures are encouraged if they can help convey your objectives.
4. In general, presentations should minimize text whenever possible, and focus on including the most salient points.
5. Paper versions of slides and/or important tables or figures in handout form are also encouraged.
6. Plan for no more than 5-10 minutes of presenting at a time. The presentation style can be very informal- people will be moving from one presentation to another, so you may end up giving your presentation many times.

Thank you again for participating! If you have any questions, feel free to contact Mike Broda at [mbroda@vcu.edu](mailto:mbroda@vcu.edu).