

## **ABSTRACT REVIEW AND PRESENTATION GUIDELINES**

The Indiana Academy of Science encourages abstracts from field scientists, academic scientists, industry scientists, science educators, graduate science students, and undergraduate science students. The Section Chair or Vice Chair is the point of contact for Section members who are considering submitting an abstract to present at the Annual Academy Meeting. The name and contact information for Section Leadership is listed on the Academy Website in academy sections at <http://www.indianaacademyofscience.org>. Abstracts of the 138th Annual Academy Meeting will be published online at the Academy Website at <http://www.indianaacademyofscience.org> following the Annual Academy Meeting.

**Annual Meeting registration is required first, before an abstract for presentation can be uploaded for review.**

**We welcome abstract submissions for the IAS meeting. Abstracts may be submitted in one of several forms: Oral Paper Presentations, *Hot Topic* Presentations, Poster Presentations, Panel Discussions, and Workshops. (Abstracts are limited to 300 words (not including title or author names). Information/guidelines for each such presentation follow.**

### **ORAL Paper Presentations**

Oral paper presentations are spoken presentations given to a seated audience about any given scientific topic. Oral presentations are expected to be uploaded between 7:15 and 8:15 a.m. on the morning of the Meeting. Free high-speed WiFi will be available to all presenters for uploading, presenting, and/or displaying internet-based material.

Criteria:

- The research presented must be of sufficient scientific importance.
- Regular oral presentations should be presented within a 12-minute time limit, followed by a 3-minute Q&A.
- An individual may submit only one abstract (oral or poster) as the first author.

Technical Requirements:

- Abstracts must be submitted using the [on-line submission form](#).
- Oral presentations should be given by the individual who is registered to attend the 138<sup>th</sup> Annual Academy Meeting, and whose name is highlighted, and contact information noted on the electronic abstract submission form. (Registration for the Annual Meeting must be done prior to attempting to upload an abstract.)
- Abstracts are limited to 300 words (not including the title or author names).

### **HOT TOPIC Presentations**

The *Hot Topic* Presentation is presented by one (or more) presenter and showcase what's new, innovative, and interesting to the science community. They provide(s) information on a current topic of concern, immediacy, or under discussion in general, or in a particular area of science. *Hot Topic* presentations are designed to keep people informed, updated, alerted, and engaged. They are useful to a broad spectrum of participants attending the Annual Academy Meeting.

**Some titles from past *Hot Topics*:** 1.) Science Education in Indiana Schools; 2.) A Microscopic View of the Stars, 3.) From Skin to Stem: Recent Advances in Stem Cell Technology, 4.) Research and Teaching Opportunities in the Sciences with the U.S. Fulbright Program, 5.) Stand out from the Crowd: Communicating Your Science in an Online World. 6.) Black in Robotics-Why Diversity Matters, 7.) COVID-19.

Criteria:

- Hot Topic Presentations are limited to 60 minutes.

Technical requirements:

- Select the *Hot Topic* option on the on-line abstract submission form and upload an abstract for consideration.
- Email your biosketch, name of section, title of *Hot Topic*, and photo, to the Executive Director once you have uploaded your abstract.  
[exedir@indianaacademyofscience.org](mailto:exedir@indianaacademyofscience.org).

### **Poster Presentations**

Poster Presentations consist of presenters setting up, standing next to, and discussing a poster presenting scientific information. Poster presentations are interactive forums where the research topic is conveyed graphically in an informal setting. Posters will be set up in a dedicated exhibit area for effective viewing and presentation. Posters should be displayed using effective printed visuals.

Criteria:

- Audio and/or videos are not allowed on or near posters.
- Each presenter is required to stand next to her/his poster; prepared to discuss and answer questions during the assigned time slot.
- All posters must be presented on a 4'x 3' display board.
- Computer display equipment, sound or projection equipment, or freestanding displays are not permitted.
- All posters should feature a title, your name, the name of the institution where the research was performed, and should credit others, as appropriate.
- The title lettering should be about 2" to 3" (5 cm to 7.5 cm) with subheadings 1/2" to 1" high (1.25 to 2.5 cm). All lettering should be legible from about 5 feet (1.5 m) away. Text material should be approximately 24 point (1/4"/.625 cm).

Technical requirements:

- Posters will be given poster numbers. Poster numbers will dictate locations for set-up. Poster presenters will be directed to the set-up site upon check-in.
- Posters should be set up between 7:15a.m. – 8:00 a.m.; available for viewing no later than 8:15 a.m. and not be removed until the end of the day.
- Poster presenters will be scheduled to discuss their posters during dedicated time slots.

Helpful hints on preparing an effective poster presentation:

- Convert tabular material to graphic display, if possible.
- Use color to add emphasis and clarity.
- Make illustrations simple and bold. Enlarge photos to show pertinent details clearly.
- Displayed materials should be self-explanatory, freeing you for discussion.
- Handouts of your Poster abstracts should be available for interested viewers.
- Further advice can be found here: <http://guides.lib.purdue.edu/posters>.

## Panel Discussions

Panel Discussions provide for discussion of an issue from a variety of perspective and lend themselves to engaging conversations, encouraging audience interaction. The panelists typically consist of a small group of subject matter experts, led by a moderator.

Criteria:

- The abstract must state:
  - Requested accommodations (e.g., room setup).
  - The panel discussion should be limited to 60 minutes.

Technical requirements:

- Select the Panel Discussion option on the on-line abstract submission form and upload an abstract for consideration.
- Once the panel discussion abstract is uploaded, email the Executive Director ([execdir@indianaacademyofscience.org](mailto:execdir@indianaacademyofscience.org)) with the title of your panel discussion and section, together with the biographical sketch and photo of the panelists and moderator.

Helpful sites for preparing for panel discussions:

- <https://www.powerfulpanels.com/how-to-structure-a-panel-discussion/>
- <https://vimeo.com/blog/post/panel-discussion-guide/>

## Workshops

Workshops are typically facilitated by an expert (or a small group of experts) who provide(s) information or skill-building in a particular area. Workshops are designed to help individuals build a body of knowledge useful in their individual work environments or personal and professional development. **Some titles from past Workshops:** 1.) Becoming a Professional Scientist: How to Get Started 2.) Cool Tools and Hot Science- An Early Exposure to Advanced Chemical Concepts, 3.) Sedge (Carex) Identification, 4.) Gently Learning Some of the Effects of Personal and Professional Decision-making on African American and Caucasian Bi-Directional Perception and Inclusion Goals, 5.) Blood sample collection techniques in wildlife species: tips and tricks for success.

Criteria:

- The abstract must state:
  - The amount of time participants should plan for attending the workshop. (Workshops usually vary between 75 and 120 minutes.)
  - Requested accommodations (e.g., room setup).
  - The maximum number of participants allowed.
  - Any preparation or supplies requested of participants prior to attending the workshop.

Technical requirements:

Once a Workshop abstract is uploaded, email the Executive Director at [execdir@indianaacademyofscience.org](mailto:execdir@indianaacademyofscience.org), to let her know. Discuss any preparation or supplies requested of participants prior to attending your workshop. Email the Executive Director with the name of your workshop and section, your biographical sketch and photo (and the bio and photo of others of the Workshop facilitators) for the Meeting Program material. Email to [execdir@indianaacademyofscience.org](mailto:execdir@indianaacademyofscience.org).

## Helpful hints on facilitating a workshop:

### **1. Determine goals and objectives**

- What do you want the participants to take away from the session?
- What are the intended outcomes?
- Intellectual, cognitive, concepts, knowledge, ideas (at the end of this workshop, participants will know...)
- Attitudes, experiences, feelings, intangible things (at the end of this workshop, participants will develop ideas that....)
- New skills, materials, references, handouts (at the end of this workshop, participants will be able to...)

### **2. Who is your audience?**

- Is there a particular audience you will want invited to your workshop? Industry Scientists, Academic Scientists, Science Educators (Teachers), Science Students

### **3. What can you share or teach about this topic? Ask:**

- How did you learn it?
- What would you like to change?
- How can you make it personal?
- Does the participant need to see, hear, touch, feel or experience to understand?

### **4. Programming.**

- How your information is presented is critical. How will your presentation engage the audience? Will your session: contain small group discussions; brainstorming?

### **5. Structure.**

- Stay within the time frame you've discussed with your Section Chair.
- The workshop should possess the following structure:
  - Your introduction (setting the tone)
  - Introducing concepts, skill etc.
  - Participant engagement
  - Transition/close
  - Participant sharing/feedback/questions

### **6. Title**

- Does it capture your intended audience?
- Does it contain the essence of your presentation?
- Would you go to it?
- Choose a compelling title

### **7. Preparing your abstract**

- It should answer the question "Why is it important to you that this topic be presented?"
- Make it interesting and unique.

### **7. Bibliography**

- Important to have references and other handouts.