Instructions for Student Presenters for the 2023 Ramaley Celebration

Pre-Recorded Oral Presentations

- Use [Kaltura Capture](#) to record your 10-20 minute PowerPoint slide show or poster. Instructions on how to submit your file to the event website can be found at https://libguides.winona.edu/openriver/rcainstructions

Virtual Zoom Presentations

- A PowerPoint Presentation is the preferred presentation delivery method. Each presenter will be given 20 minutes; 15 minutes for the presentation and 5 minutes for questions.
- A picture and short Bio is needed for the zoom platform and should be uploaded with your [Abstract Submission](#).
- All presenters are expected to have a MinnState zoom account using the zoom client and fully updated.
- While an audio headset is not required, we do strongly encourage one.
- Be aware of where you will do your presentation, the backgrounds, and the camera angle.
- We strongly suggest not using a Tablet, iPad or phone for your presentation (a laptop or workstation is suggested).
- Presenters will be required to log into the zoom platform prior to the event to ensure there are no issues with their star ID login.

In-Person Oral Presentations and Performances

- Plan on a 15-minute presentation or performance followed by a 5-min period for questions. For PowerPoint presentations you can either use your own laptop if it has the Airtame app installed on it or bring a thumb drive with your file on it and use the session moderator's machine.

- Early Year Research & Creative Mentoring Students: Plan on a 5-minute presentation (PowerPoint or Poster). For PowerPoint presentations you can either use your own laptop if it has the Airtame app installed on it or send the presentation in advance to the [Grants Office](#).

In-Person Poster Presentations

Poster Printing

- You will need to submit your poster to the Digital Learning Commons (DLC) in Krueger Library 105 no later than Wednesday, April 12. Submitting your print job after 4/12 could result in the failure to get it printed in time. Submit your **correctly sized poster** (in pdf format) for printing by emailing it to mediaprojects@winona.edu . For more information see Poster Printing at http://www.winona.edu/technology/campus-printing.asp.
- We are very happy to note that the DLC will be paying for poster printing this year! However, all posters will be printed on regular paper and not laminated. If you desire a laminated poster then you will need to pay for that yourself.
- Please note that the area allowed for posters is 36" high by 48" wide. You can set the size of your poster in MS PowerPoint or MS Publisher (ideally before adding any text or images) by entering the desired dimensions under "Page Setup" under the Design tab. The completed poster needs to be saved as a PDF (use the "save as" option) before submitting it for printing. Make sure the pdf is saved to the correct size you wish the poster to be because Digital Learning Commons prints exactly what they get.

Presenting Your Poster

- You will be assigned a poster number in the program which indicates the location to set up your poster. There will also be a Check-In desk just inside the main entrance to Kryzsko Ballroom. The Check-In Desk will be staffed by student volunteers from the WSU Psychology Club who will be able to assist you.

- **You should check in and put up your poster sometime between 8:30 and 9:00 am for the morning poster session (Session 1) or between 12:30 and 1:00 pm for the afternoon sessions (Session 2).** Clips, poster boards, and easels will be provided. Posters need to be taken down immediately after the end of each session 11:00 am for the morning sessions and 3:00 pm for the afternoon sessions.

- You will be assigned to be with your poster during either the first or 2nd hour of each session; Session 1a at 9:00-10:00 am, Session 1b at 10:00 am, Session 2a at 1:00-2:00 pm, and Session 2b at 2:00-3:00 pm. **You are expected to be with your poster for the entire duration of your assigned session.**

- **All posters should be set up and available for viewing for the full 2 hours of the morning/afternoon sessions.** For example, if you are assigned Session 1a, then your poster should be displayed from 9:00 am to 11:00 am and you need to be standing in front of it from 9:00 am to 10:00 am.

- This event is usually very well attended so plan on a lot of great interactions with other students and faculty.

Other

- We strongly encourage you to check out other students' presentations when you are not assigned to be presenting yours. Thank you for your participation and we look forward to seeing you at the Celebration!