



SCHOOL OF SCIENCE, ENGINEERING AND HEALTH

22nd Annual | **May 2, 2025**
1:00 PM to 5:30 PM

*** Deadlines ***

Fri, February 28th faculty deadline to initiate new presentations

Wed, April 2nd **Program Deadline:** *final title, final list of authors,
final funding & acknowledgments*

Wed, April 16th **Abstract Deadline:** *final abstract*

Access the *Symposium Management System (SymPRM)* via
www.messiah.edu/SEHSymposium

All presentations should be *initiated online by a faculty sponsor/mentor by February 28th*.

Symposium Deadlines:

It is critical that students adhere to deadlines. Deadlines will be enforced and *incomplete submissions risk removal from the final program.*

PRESENTATION FORMAT—talk, poster, or both—is set by the faculty sponsor.
SESSION CATEGORY is set by the faculty sponsor.

The **Primary Contact is responsible** for *adding all additional authors* (including their faculty mentor(s) when applicable) and working closely with the other authors to ensure all information is correct and submitted by the appropriate deadlines.

PROGRAM DEADLINE – WEDNESDAY, APRIL 2ND

- Names of **all authors/contributors** **Drag names into their proper order.**
- Final **title**
- Funding & Acknowledgments
- Institutional Compliance (IRB or IACUC info)
- *Faculty sponsor approval*

ABSTRACT DEADLINE – FRIDAY, APRIL 16TH

- Abstract (250 word limit)

Instructions for Oral Presentations:

The Symposium will be held in person in venues throughout Kline Hall of Science, The Jordan Science Center, and Frey Hall, and all presentations will be simulcast via Zoom.

PLANNING:

Talks should be designed for a maximum of 15 minutes, with an additional 3-5 minutes for questions. Double-length presentations (typically reserved for co-presenters) must be approved in advance by contacting the Symposium coordinators by March 26th.

SUBMITTING YOUR POWERPOINT FILE:

1. During the week prior to the Symposium, presenters will receive an email with the final Symposium schedule and the name of their **Session Chair**—the faculty member introducing and running your session.
2. Please name your PowerPoint file using the following format: “## - Lastname” where “##” is the number assigned to the presentation in the Symposium Program. Use only the last name of the first presenting author listed in the Program.
3. Presenters must submit their **completed PowerPoint files** **BEFORE 11:00 AM** the day of the Symposium for all presentations.

Three options for submission:

- a) **Email** the file (if less than 5MB) to the Session Chair.
- b) **Carry** the file via USB flash drive to the Session Chair. *Coordinate a rendezvous time in advance by email.*
- c) Your **faculty mentor** may upload your file to the network folder from which it will be accessed during the Session. *Notify your Session Chair accordingly by email.*

PRESENTING YOUR TALK:

1. Presenters **must check in** with their Session Chair 5-10 minutes **before the start of the Session**.
2. Presenters will be provided with a laser pointer and (in some venues) a remote for advancing PowerPoint slides. Ask the chair to demonstrate its use when you check-in.
3. The Session Chair is tasked with keeping the meeting on schedule and synchronized with other concurrent sessions. All oral presentation blocks are only 20 minutes in length (total). This means speakers *must* deliver their presentations, answer questions, and allow for change over to the next speaker **within** 20 minutes. Presenters should plan their oral presentations to last approximately 12 to 14 minutes (15 minutes absolute maximum) to allow for questions afterwards.

The session chair will have color-coded time cards (yellow = 12 minutes; red = 15 minutes) to warn presenters accordingly.

4. For the sake of etiquette, presenters should plan to be in their session venue throughout the entirety of the session, including presentations that precede and follow them.

Instructions for Poster Presentations:

Natural Science, Allied Health, and Engineering Posters will be presented in-person during specially designated poster sessions.

FORMATTING YOUR POSTER:

1. Posters should be designed **42 inches wide** by **32 inches high**. This size allows posters to be hung on Symposium foam boards and to fit in acrylic frames for display following the Symposium. *Do not use 42" x 31" or 41" x 31"*.
2. Larger format posters must be approved in advance by contacting the Symposium coordinators by March 26th.
3. Ask your faculty mentor for content advice, a template (PowerPoint), and high-resolution university graphics.

PRINTING YOUR POSTER:

Arrange to have your poster printed by your faculty sponsor/mentor or course director.

PRESENTING YOUR POSTER:

1. Each poster will be assigned a numbered easel and foam board. Binder clips will be provided to attach your poster to the board.
2. During the week prior to the Symposium, presenters will receive an email with the final Symposium schedule and directions where and when the poster should be hung.
Posters must be hung before the session begins.
3. Arrive at the poster session promptly. Plan to stand by your poster for the entire session.
4. Be prepared to give a 2-4 minute guided walk-through of your poster. Use your poster (like you would PowerPoint slides) to illustrate your talking points.

Like an oral presentation, be sure to address...

- Why is the research/project important?
- What was your goal or hypothesis?
- What was the experimental design?
- What were your results and major conclusions?

Questions?

Special formatting requests, scheduling concerns, or general Symposium questions may be directed to:

Dr. John Harms (SEHSymposium@messiah.edu, or jharms@messiah.edu)
Symposium Coordinator

Dr. Tim Van Dyke (tvandyke@messiah.edu)
Engineering Symposium Coordinator