2) PowerPoint Presentation Instructions - Deadline: August 4, 2016

A. Instructions for Oral PowerPoint Presentation
All students are required to conduct an oral research presentation. The delivery of the research presentation should be no longer than **8 minutes** total. STEP-UP Reviewers will have 3-5 minutes to ask questions and provide positive, constructive feedback on the quality of your presentation. All students will receive feedback from a minimum of one STEP-UP reviewer. Students are not competing against each other, but rather provided with an opportunity to practice their presentation skills. All PowerPoint presentations must be submitted to **highschoolstepup@gmail.com** no later than **August 4, 2016 11:59 PM HST. RESEARCH MENTORS MUST REVIEW AND APPROVE RESEARCH PRESENTATIONS PRIOR TO SUBMISSION.**

B. Instructions for Electronic Submission of PowerPoint Presentation

Please read carefully and follow all instructions! Failure to follow instructions WILL result in rejection of your submission.

1. Email your PowerPoint presentation to **highschoolstepup@gmail.com by August 4, 11:59   pm HST.**

2. When you send your email, in the SUBJECT line of your email message, enter your LAST, FIRST NAME, followed by your home STATE or TERRITORY in parentheses. For example, if your name is "Jane Smith" and you are from California, you must put in the **SUBJECT line of your email message:**

    Smith, Jane (California)

3. Your **PowerPoint filename** must be your LAST name, followed by your FIRST name (with no spaces in between). For example, if your name is "Jane Smith", you must name your PowerPoint file as: **SmithJane.** The complete file name should then be:

    SmithJane.pptx or **SmithJane.ppt**

    PowerPoint files that are named differently WILL BE REJECTED AND DELETED.

4. No revised or updated version of your submitted PowerPoint file will be accepted after the deadline. You must bring a back up copy of your PowerPoint stored on a USB flash drive. No other forms of storage will be accepted (no CD or DVD).

5. All PowerPoint files must be in PC format, since PC laptops will be used during the symposium. We have experience in the past that files created in the Mac format may not be read the same way on a PC. Therefore, if you have to create your presentation on a Mac computer, make sure that everything is appears as you intend them to on a PC.   We will, however, have a Mac laptop as a backup.

6. You may choose to embed the fonts in your PowerPoint file to minimize changes in appearance due to using different computers with different default fonts on PowerPoint. Consult PowerPoint "Help" on how to do this. Different versions of PowerPoint will have different instructions on

how to embed fonts, and they are usually located in one of the options within the "SAVE" or "SAVE AS" command.

7. If your PowerPoint file contains video files, please be aware that we may not have the necessary software to run your files. The computers that will be running the PowerPoint presentations are from NIH and they usually do not have special video software installed.

8. You will have the opportunity to preview your file when you arrive at the hotel in DC. Please be advised that you will **NOT** be allowed to make changes to the content of your PowerPoint Presentation unless there is a technical issue. <u>No exceptions will be considered.</u>