

## **Presentation Guidelines**

### **Oral Presentations**

Here are the general guidelines for Oral presentations. If you have questions please send an email to [Dr. David Howard, howard.davi@uwlax.edu](mailto:Dr. David Howard, howard.davi@uwlax.edu).

Oral presentations will be 15 minutes in length with five additional minutes allotted to each presenter for questions. This schedule will be strictly enforced.

1. Oral presentations are held in technology classrooms, which contain a Windows PC that projects onto a large screen. Each PC is configured with Windows XP and Microsoft Office 2007 including Word, Excel and PowerPoint.
2. Presenters will use the PC provided.
3. Presenters must bring any digital presentation materials on USB flashdrive and/or CD/DVD. We strongly recommend that presenters bring a backup of their digital presentation materials on a USB flashdrive and/or CD/DVD, or overhead transparencies. Sometimes USB drives do not work well.
4. All classrooms have an overhead projector in them.
5. The recommended format for presentations is Microsoft PowerPoint 2007 (name.ppt), though files saved in older versions of PowerPoint should work fine.
6. All classrooms have internet connectivity.
7. Each classroom has a DVD/VHS player that projects onto a large screen.
8. Each classroom has speakers that connect to the PC and DVD/VHS player.
9. If there are any technical difficulties during the presentation, please inform the moderator who will contact the technical support team.
10. There will be computer labs available for you to review your presentation prior to your session.
11. Presenters should arrive to their classroom 30 minutes prior to the start of their session to transfer their presentation to the desktop of the PC and insure that it opens properly.

### **Poster Presentations**

Here are the general guidelines for Poster presentations. If you have questions please send an email to [Dr. Kathryn Birkeland, birkelan.kath@uwlax.edu](mailto:Dr. Kathryn Birkeland, birkelan.kath@uwlax.edu).

1. Poster presentations are displays on poster boards. They may not include exhibits of models, devices or computer programs. They must be prepared in advance.

2. One side of a freestanding display board measuring 46 inches wide and 40 inches high will be provided to each presenter.
3. The presenter must provide Velcro to attach materials to the display board, along with any other supplies.
4. Presenters must be available to discuss their displays during their assigned session.
5. Posters must be readable from at least three feet away.
6. The presentation title must be at least two inches high. Beneath the title, the name(s) of the student author(s), faculty advisor and school or institution must be at least one inch high.
7. NCUR reserves the right to cancel a presenter's poster session if the above requirements are not met.

## **Visual Arts Presentations**

Here are the general guidelines for Visual Arts presentations. If you have questions please send an email to [ready.john@uwlax.edu](mailto:ready.john@uwlax.edu).

1. Visual Arts Presentations will occur in room 116, Center for the Arts.
2. The Visual Arts Presentation room, room 116, will have the same AV equipment as Oral Presentation rooms. (See guidelines above).
3. Visual Arts Presenters may exhibit their work in the University Art Gallery (rm 100, Center for the Arts), which is adjacent to the Visual Arts Presentation room (rm 116). Presenters will have approximately 8 linear feet of wall space or 64 square feet of floor space (for 3-dimensional art) available for their gallery exhibit.
4. Presenters may display one to three pieces of artwork, depending on size.
5. Artwork may be commercially shipped or hand delivered.
6. Hand-delivered artwork must be delivered to the University Art Gallery between 8 a.m. and 10 a.m. on Thursday, April 16, 2009. Presenters can receive assistance in delivering their artwork to the gallery by notifying the NCUR staff in the registration area (located in Valhalla, Cartwright Center).
7. Commercially shipped artwork must be received between April 6 and April 10, 2009.
8. **ARTWORK AND SHIPPING INSTRUCTIONS:**
  1. Presenters are responsible for the packing, shipment or delivery of their artwork to NCUR 23, and any associated costs.
  2. For ease in unpacking, do not use wooden crates unless phillips head screws are used. Please do not use styrofoam peanuts; use only bubble wrap or styrofoam sheets for packing.
  3. If presenters ship multiple cartons, label cartons 1 of 4, 2 of 4, 3 of 4, etc.

4. Work accepted in the visual arts must be shipped in a reusable container (maximum dimensions: 165" total length and girth and maximum weight of 150 pounds).
5. Oil and acrylic paintings must be mounted on stretchers and framed when possible. Drawings, photographs and prints must also be framed, but only with Plexiglas. Do not ship any artwork framed with glass.
  - All hanging hardware must be in place on the artwork
  - Do not use eZ ready made or poster frames on artworks. Use standard metal moldings with snap, screw or euro hangers with spring clips and wire for hanging or standard wood moldings with screw eyes and wire for hanging.
  - Identification Tags must be attached to the back of each artwork with the following information: presenter's name, address, phone number and the title of the artwork. Presenters with multiple artworks must indicate entry #1, #2, #3, etc. both on the identification tag and the shipping carton it was shipped in.
  - Any special installation instructions or hardware must be included with the artwork in the shipping carton.
  - **Only installation-approved hardware will be used:** The gallery will supply needle nose nails, hangers and screws (not to exceed #8 with split back plastic anchors).
    - Work accepted for presentation must be shipped via UPS to:  
  
Art Work (NCUR 2009) University Gallery  
UW-La Crosse Center Shipping and Receiving  
855 East Avenue North  
La Crosse, WI 54601
6. Presenters are responsible for the unpacking and assembling of their own art pieces. Art Gallery staff will be available for placement assistance.
7. All accepted NCUR artwork must remain on display until 6:00 p.m. Friday, April 17. Artwork must be retrieved between 9:00 am and noon on Saturday, April 18, from the gallery where it is on display. Presenters are responsible for the repacking of their artwork, preparing of their package for shipping, and payment for return shipping. An Art Gallery staff person will be present in the gallery to assist with repacking.
8. We strongly suggest that presenters insure their shipment because neither NCUR nor UW-La Crosse will be responsible for any damages in the shipment of items to and from the NCUR 23 conference.
9. A prepaid shipping label from UPS is required to ship artwork and other items back. Shipments with prepaid UPS labels will be shipped from the UW-La Crosse Center for the Arts on Monday, April 20.

## Performing Arts – Music, Dance and Theatre

Here are the general guidelines for Performing Arts presentations. If you have questions please send an email to [Dr. Beth Cherne, cherne.beth@uwlax.edu](mailto:cherne.beth@uwlax.edu) .

1. Music, Dance and Theatre Performing Arts presentations will occur in the following locations:
2. Music Presentations: Annette Recital Hall in the Center for the Arts
  1. Music participants may perform up to 15 minutes with 5 additional minutes allotted for questions in one of the following categories: A) Original composition; B) Composition in the style of a specific musical period, style or composer; C) Arranging; D) Performance; E) Lecture recital or F) Research and/or analysis.
  2. Resources available on campus during presentation are playback for audio cassette/CD. For categories A, B and C, students must provide a full score (or significant portion of a score if work is in progress) plus a cassette or CD cued to the performance. For category D, students must provide a cassette tape or CD cued to the performance. For categories E and F, students should follow the standard NCUR format. Name, school, address, phone number, composer and musical instrument of piece must be attached to all submitted materials.
3. Dance Presentations: Frederick Theater in Morris Hall (Thrust Theatre Space)
  1. Performances may be up to 15 minutes in length with 5 additional minutes allotted for questions.
  2. Students must provide a cassette tape or CD cued to the performance.
  3. A Clavinova is available as well as audio playback on CD or Cassette.
4. Theatre Presentations: Frederick Theater in Morris Hall (Thrust Theatre Space)
  1. Participants may present monologues or scenes (up to five actors).
  2. Performances may be up to 15 minutes in length with 5 additional minutes allotted for questions.
  3. A Clavinova is available as well as audio playback on CD or Cassette.