LASS/PRISM Student Guide:

**Important Dates:**

- **Monday, March 18, 2019** – Proposal and abstract submission deadline
- **Friday, March 22, 2019** – Notification of proposal or abstract acceptance
- **Wednesday, April 24, 2019** – Liberal Arts and Sciences Symposium and Posters of Research in Science and Mathematics

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**I. What is LASS/PRISM?** The Liberal Arts and Sciences Symposium/Posters of Research in Science and Mathematics (LASS/PRISM) is an annual event that brings together Oglethorpe University students and faculty in a day-long celebration of exemplary scholarly work produced by Oglethorpe students under faculty mentorship. The symposium’s sessions provide a forum for students and faculty to present, discuss, and learn from outstanding student endeavors. Papers, roundtables, oral and poster presentations, art exhibitions, and scholarly musical presentations present the fruits of both Oglethorpe’s liberal arts curriculum as well as science, technology, and math research. You can explore programs and schedules from prior years at [https://oglethorpe.edu/symposium/](https://oglethorpe.edu/symposium/)

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**II. How proposals and abstracts are chosen for a presentation.**

A committee including faculty from a variety of disciplines including the humanities and sciences will convene to review proposals and abstracts. This year’s deadline for submission is **Monday, March 18, 2019** with a notification date of **Friday, March 22, 2019**. (See section III.2 below for specific submission guidelines.)

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**III. The process: deciding to present at LASS/PRISM, submitting a proposal or abstract, and presenting.**

It is your responsibility to initiate the process of presenting at LASS/PRISM, including idea generation and submission. However, this entire process is faculty mentored. We’ve put together some resources in this document you may find helpful for generating ideas, performing your scholarly work, writing the proposal or abstract, managing your time, and preparing for a rewarding experience as presenters. In addition, faculty-led Snack and Learns for students will be held early Spring 2019 to guide you through abstract writing and submission, design and preparation for oral presentations, presenting a paper, and design and presentation of PRISM posters.

1) **Generation of ideas for a LASS or PRISM presentation.**

Scholarly work presented at LASS/PRISM typically stems from H-designations, honors theses, independent studies, and coursework. You may take the lead with a group or work on your own.
2) **Proposals and abstracts**

You are required to submit a proposal or abstract of their work for consideration for a presentation at LASS/PRISM. We are using the terms proposal and abstract interchangeably as they are discipline specific. Abstracts for LASS/PRISM must not exceed 250 words. The abstract submission must be emailed and attached as a separate document, which includes the student(s) names and name of the faculty mentor.

Abstracts are due by midnight on Monday, March 18, 2019 to lass@oglethorpe.edu. Set up deadlines for draft and final review with your faculty mentor before submission. If your proposal or abstract has been accepted for presentation at LASS/PRISM, please schedule time to prepare and rehearse your presentation with your faculty mentor. (See section III.3, Preparation for LASS/PRISM presentations below.)

*Note on course-based undergraduate research experiences (CUREs) for presentation at PRISM: your professor may submit an abstract on behalf of your class detailing the CURE.*

A. **Humanities**

*Guides to writing humanities abstracts:*

https://urc.ucdavis.edu/conference/write.html
https://writingcenter.unc.edu/tips-and-tools/abstracts

B. **STEM**

Indicate whether the abstract should be considered for an oral presentation or poster presentation at PRISM in the submission email.

*Guides to writing STEM abstracts:*

i. https://www.honors.umass.edu/abstract-guidelines


C. **Art and Music**

3) **Preparation for LASS/PRISM presentations**

Schedule time with your faculty mentor to prepare and rehearse your presentation. This may require more than one meeting, so do not wait until the week before LASS!
A. Humanities presentations.
   Practice your presentation out loud to yourself or someone(s) else. Work on using engaged and effective speech, enunciating clearly, and speaking at an appropriate pace. Time your presentation and make changes to content as needed. Do not simply talk faster if your presentation is too long.
   i. **Paper presentation:** The below link offers tips on how to mark up a paper or speaking notes with personal cues. Up and down arrows, boldface type, and spacing can be helpful to a student new to public speaking.
      https://brevitymag.com/craft-essays/can-you-hear-me/
   ii. **Studio art exhibit**
   iii. **Musical performance and critical analysis**

B. Presenting STEM research in an oral presentation.
   **Guides to presenting research at a conference:**
   i. [https://www.nature.com/scitable/topicpage/presentation-slides-13905480](https://www.nature.com/scitable/topicpage/presentation-slides-13905480)
   ii. [https://www.nature.com/scitable/topicpage/oral-presentation-structure-13900387](https://www.nature.com/scitable/topicpage/oral-presentation-structure-13900387)
   iii. [https://www.nature.com/scitable/topicpage/effective-oral-presentations-13906743](https://www.nature.com/scitable/topicpage/effective-oral-presentations-13906743)
   iv. [https://www.nature.com/scitable/topicpage/answering-questions-13907464](https://www.nature.com/scitable/topicpage/answering-questions-13907464)
   vi. [https://hub.wiley.com/community/exchanges/discover/blog/2018/03/08/6-tips-for-giving-a-fabulous-academic-presentation](https://hub.wiley.com/community/exchanges/discover/blog/2018/03/08/6-tips-for-giving-a-fabulous-academic-presentation)

C. Presenting a poster at PRISM.
   **Guides to preparing STEM posters for PRISM:**
   i. [http://www.swarthmore.edu/NatSci/wstromq1/math97/poster2.ppt](http://www.swarthmore.edu/NatSci/wstromq1/math97/poster2.ppt)
   ii. [https://colinpurrington.com/tips/poster-design](https://colinpurrington.com/tips/poster-design)
   **Guides to presenting STEM posters:**
   i. [https://colinpurrington.com/tips/poster-design/presenting](https://colinpurrington.com/tips/poster-design/presenting)
   ii. [https://www.nature.com/scitable/topicpage/poster-presentations-13907939](https://www.nature.com/scitable/topicpage/poster-presentations-13907939)

IV. On LASS/PRISM day
   Enjoy! You have worked hard and rehearsed your presentation, so stay confident and enjoy presentations from your peers too. Here are some additional tips:

A. Arrive early!
   Arriving early to your session allows you to speak with the moderator once more, collect your thoughts and nerves, and see your audience to identify individuals that may be good to focus on during your talk. At PRISM, arriving early allows you to set up your poster at the height you want, meet your “neighbors,” and get comfortable.
B. Dress appropriately.

The attire is business casual. Formal wear, party clothes, or clothing with slogans are generally not appropriate unless relevant to the content or tradition of your presentation. Follow these guidelines compiled by the A-Lab:

- You may want a tailored jacket over a professional dress or pantsuit.
- Shoes should be plain and not too tall (no platforms, sandals, or sparkle.)
- No 'club wear' -- short skirts, low-cut blouses, or tight-fitting clothes.
- Hair, makeup, jewelry should be conservative. Pull your hair back if you play with it when nervous.
- Hair and facial hair should be trimmed and neat; clean-shaven is generally best.
- Shoes and belt should match in color.
- No white socks.
- No polo shirts, t-shirts, hats, athletic wear, sneakers.
- No chewing gum, food, take-out cups, or cell phones.