

6. Guidelines for Oral Presentations

1. In the fall, give an oral presentation in person to the CRB Research Committees to explain research *plans* intended for the coming fiscal year. This presentation should **not** include progress made in the past year. It must accurately indicate the planned objectives and the time line necessary to complete each. Participation in the entire subject session is required; it provides an opportunity for collaboration among research groups and helps to prevent duplication of efforts. Power Point Presentations must contain and are limited to the following slides:
 - One slide to review past accomplishments or background of project
 - Bulk of slides should describe what you intend to accomplish and your timeline to meet your objectives
 - One slide to explain and justify your proposed budget
 - Presentations **MUST** be submitted to the Vice President of Science & Technology 10 days prior the meeting for content review
2. In the spring, give an oral presentation in person to the CRB Research Committees to report *progress* on research to date. The presentation must accurately indicate the achievement and status of proposed milestones. Participation in the entire subject session is required; it provides an opportunity for collaboration among research groups and helps to prevent duplication of efforts. Format of spring meeting:
 - Be cognizant of your audience; do not use complicated gel results or sequence data or you will lose their attention, make a text summary instead
 - Limit presentation to 10 – 12 minutes
 - Informal, roundtable discussion with committee and other scientists present.