

Information Package

To celebrate the great minds we have on campus, Phi Theta Kappa & Student Senate are hosting a

Solution Symposium Saturday, April 25, 2015 from 2-5pm in the Sustainable Building, Alford Campus

This year's theme invites students to identify a local, national, or world problem and attempt to provide a viable solution!

This is a forum for students to complete both a written report and presentation for a chance to show off their critical thinking skills and win a top prize. **We encourage students in all academic departments and programs to consider sharing their ideas about how to make our world a better place.**

The event will include a keynote address, student presentation sessions, and a judging panel. The judging panel will award **\$1000 to the first place winner and \$500 to the second place winner!**

If you have an idea for a Problem/Solution you want to research and present, then please read through the following pages and complete the Proposal Summary Form. **You may present on your own or form a group of up to four (4) students as a team.** (Winning teams will split the prize money).

Timeline/deadlines of Solution Symposium

Step 1: Complete Proposal Summary Form

- Deadline **Monday, March 16th** by 5pm

Step 2: Acceptance of Proposal Summary – Panel chooses 8 submissions to present on April 25th

- Decisions by **Friday, March 20th** by 5pm – team leader will be notified by email

Step 3: Write a report detailing the problem you want to address and your proposed solution

- Submit report for feedback by **Monday, April 13th** by 5pm

Step 4: Create a visual or PowerPoint presentation

- Schedule a practice run for **Friday, April 17th**

Step 5: Submit your Presentation to Panel

- **Wednesday, April 23rd** by 5pm

Step 6: Present your solution and research at the symposium – no longer than 10 minutes

- **Saturday, April 25th** starting at 1:30pm for students

Proposal Summary Form

In order to present at the Symposium, a Proposal Summary form must be submitted via email. The deadline for the submission of the Proposal Summary form is **Monday, March 16, 2015 by 5pm** to **cjohnson2@kvcc.me.edu**

Proposal Summary Title: _____

Investigators/Students (groups may be 1-4 people)

Student 1 Name – Team Leader:

Major: _____

Phone: _____

Email: _____

Student 2 Name:

Major: _____

Student 3 Name:

Major: _____

Student 4 Name:

Major: _____

Attached to this form should be a **written proposal summary** that provides the panel with a brief statement that summarizes the problem you would like to address and describes your solution to the problem. The panel will then select up to 8 proposals that will move on to write a report and present on April 25th.

The Proposal Summary statement:

- Must be in Microsoft Word
- Must be typed in Times New Roman or Ariel Font, size 11
- Must be 150 words or fewer
- Must be as clear and concise as possible, and use complete sentences
- Should be carefully proofread, spelling, grammar, and punctuation are the responsibility of the participant
- Will be given to panel as they are submitted

Note: the proposal summary is the first step and as such is brief. The written report will be a more in-depth analysis of the problem and solution on which you will base your presentation. See the following page for report requirements.

Solution Symposium Report

If your proposal was chosen, you will need to complete a well-researched written report providing details about the problem and solution you are presenting.

The report should contain at least the following sections:

- **Problem:** This should provide a detailed explanation about the problem and its consequences/effects.
- **The Solution or the Plan:** This should include details about:
 - Cost
 - Implementation/logistics
 - People involved
- **Conclusion**
- **Bibliography:** You must include a bibliography listing at least five sources that you consulted to complete your report. The sources should be cited using the appropriate style for your discipline (e.g., APA style) and should include all reference information. You cannot submit an report without these sources. Please consult with a panel member if you have any questions about your sources.

Panel members will be available to **provide feedback** on your reports if they are submitted by **April 13th by 5pm**. A list of available faculty/staff will be emailed to the students selected to present.

On the day of the presentation, you should bring a printed copy of your report for the judges to review.

Once you have written your report, you should prepare a visual to accompany your presentation. The most commonly used visual is PowerPoint. Panel members will be available to provide feedback on your presentations on **Friday, April 17th**. See the following page for presentation guidelines and tips!

Disclaimer: Given the nature of the prizes, the panel reserves the right to cancel the symposium at any time if too few students submit proposals or if the reports don't show adequate development and critical thinking.

Solution Symposium Oral Presentation

Presentation General Guidelines

- Length of each presentation is strictly limited to 10 minutes or less, plus an additional 5 minutes for audience questions and your responses.
- Oral Presentations will take place between 2:00 – 4:15pm on Saturday, April 25th in the Sustainable Building, Alford Campus
- The exact schedule will be determined after all registrations have been received. Expect to present promptly at your predetermined time.
- Presenters will be expected to check in at 1:30 pm on April 25th and must attend the entire symposium.
- The Symposium presentations are open to the public.
- Please note that if you plan to use PowerPoint that you make sure your presentation is compatible with our computer software made available to you.

Presentation Helpful Hints

- Dress professionally.
- Be prepared (this includes practicing, timing, and organization).
- Use plenty of eye contact and speak confidently and slowly.
- You must use some sort of visual aid, PowerPoint, etc.
- If applicable, use graphs or charts to help explain data or information.
- Though your research may cover many important issues and topics, as a presenter you may not be able to cover all of it in your presentation. It is important to choose the most important and relevant parts of your report and build a strong presentation from those.

PowerPoint Do's and Dont's

DO:

- Use legible type size. Titles should be at least 36 to 40 points, bulleted text or body copy at least 24 points.
- Be brief. A good rule of thumb is to cut paragraphs down to sentences, sentences into phrases, and phrases into keywords.
- Use key words to help audience focus on your message.
- Enhance readability. Don't crowd your slides. Use normal case (not all caps) and punctuate sparingly.
- Make every word/image count and each one should help convey your message in the strongest possible way.
- Limit the number of slides. A good rule of thumb is one slide per minute.
- Avoid hard-to-read color combinations such as red/green, brown/green, blue/black, blue/purple.
- After you've created your slides, go back and edit. Take out sentences and replace them with key words and phrases. Take out slides you can live without. Take out clip art, if you have used more than you really need. Take off punctuation. Cut your presentation by as much as half so that your slides are streamlined.
- Remember, PowerPoint is a tool to enhance your presentation. Don't let it overwhelm you and your message!

DON'T

- Don't overuse special effects. Use sound, animation, and other effects to emphasize major points, but don't let them become distracting.
- Don't use more than eight words per line or eight lines per slide.

Frequently Asked Questions

What is the symposium Solution?

It is a forum for students to present their research findings on a problem they address locally, nationally or worldwide. **We encourage students in all academic departments to programs to consider submitting their ideas.** The event will include a keynote address, student presentation sessions, and a judging panel. The First Annual KVCC Symposium Solution will be held on Saturday, April 25, 2015 from 2pm – 5pm. Presenting students will be arriving at 1:30pm.

What happens after I turn in the Proposal Summary?

After you turn in your Proposal Summary, a panel will accept up to 8 submissions to be officially invited to the symposium event. You will then write a report on your problem and solution and then present your proposal using a visual (PowerPoint, etc.). You must do all three things to be part of the symposium.

What if I have never written an Proposal Summary, report and/or given a professional presentation?

No worries; we will have a faculty/staff panel that you will be able to meet with and/or discuss your project. They will be there for your help and guidance. Also, there will be free help in the Learning Commons on presentation skills and using PowerPoint.

Who is eligible to enter the symposium Solution?

Any current KVCC student may enter the symposium. If more than one student is in a team, they do not need to be in the same degree program/class.

How long do the presentations need to be?

Each presentation must be between 5-10 minutes; this time limit is strictly enforced. A 5 minute question and answer period will follow each presentation.

If more than one person is in a group, who presents?

You may have one to four students in a group, and everyone in the group must present part of the presentation; all group members must participate in writing the abstract and paper. **Everyone in your group must be a current KVCC student.**

What are the prizes?

First prize is \$1000 and second prize is \$500. If in a group of more than one the monies will be divided by the team members.

Who is invited to the symposium event?

The entire KVCC Community will be invited to attend, but anyone is welcome to attend the Solution Symposium, so invite your family and friends.