2\textsuperscript{nd} Annual GWEN Symposium
February 7, 2023
Sharing Your Voice, Extending Your Reach

\textit{FAQ for Presenters}

\textbf{General Symposium}

1. \textbf{When is the GWEN Symposium?}
   The symposium will be held on Tuesday, February 7, 2023, in the Stewart Center on Purdue’s West Lafayette campus.

2. \textbf{Do I need to register for the symposium?}
   Yes, all presenters must register for the symposium by January 19, 2023. Symposium registration opens on December 1, 2022 and costs $20. Additional registration information and the link to register can be found on the GWEN website or in your acceptance email.

3. \textbf{Do I have to stay for the whole day?}
   No, but it is recommended that you stay for the whole day to get the benefit of the symposium. Also, registered College of Engineering graduate students who attend the opening plenary, all professional sessions, the keynote luncheon, and the networking reception will be eligible for the door prize drawing for five prizes of $1,000 each. Names will be drawn at the end-of-day networking reception must be present to win.

4. \textbf{When will the travel grant winners be announced?}
   All presenters are eligible to win one of the $1,000 Travel Grants. The travel grant winners will be announced at the networking reception. Recipients must be present to win.

5. \textbf{Can I see who else is presenting?}
   Yes, the presenters and the title of their talk will be available online under each session link.

6. \textbf{Is there a dress code?}
   Business casual or business formal

7. \textbf{What if I have a question not listed on the FAQ?}
   Contact the GWEN Leadership Team at \texttt{wiepgwen@purdue.edu} or your session moderator.

\textbf{Abstract Questions}

1. \textbf{When is the last day to submit and abstract?}
   The deadline to submit an abstract is November 14, 2022. The abstract submission form and guidelines can be found on the WiE GWEN website (\url{https://www.purdue.edu/wiep/CurrentStudents/Graduate%20Women%20in%20Engineering%20Network.html}) under the 2023 GWEN Symposium: Call for Abstracts tab.

2. \textbf{When do abstract submission acceptances come out?}
   You will be notified via email on December 7, 2022 about the status of your abstract. This email will include what type of presentation/poster you are presenting along with the time of your talk.

3. \textbf{How do I know which presentation style I am presenting?}
In the abstract acceptance email, you will be notified of the style of presentation you will present.

4. **What if I don’t get my first choice of presentation style?**
   We try and accommodate everyone’s first choice of presentation style however, there are certain cases where you may not get your first choice. This could be due to your abstract fitting better in another style or due to scheduling. If you have issues with the type of presentation you are accepted to present, feel free to email the GWEN Leadership Team at wiepgwen@purdue.edu.

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**Presentation Questions**

1. **How do I know when my talk is?**
   The agenda for the symposium is posted on the WiE GWEN website ([https://www.purdue.edu/wiep/CurrentStudents/Graduate%20Women%20in%20Engineering%20Network.html](https://www.purdue.edu/wiep/CurrentStudents/Graduate%20Women%20in%20Engineering%20Network.html)) under symposium agenda and then each of the sessions has a clickable link to the presentation in the session. It is also listed in the email you receive in mid-January.

2. **Where am I presenting?**
   Presentation rooms will be announced the day of the event.

3. **How much before the talk do I need to be there?**
   At a minimum, you are expected to attend the entire session in which you are presenting. You should arrive at least 15 minutes prior to the start of your session. See the WiE GWEN website or the details email for information on which session you are presenting in and the time of the session. You must check-in at the registration table prior to your talk.

4. **Do I need to submit my presentation beforehand?**
   Please submit your presentation in PowerPoint format by **11:59PM on Sunday, February 5, 2023** to the moderator for your specific session.

5. **Who is moderating the presentations?**
   The GWEN Leadership Team will be moderating the presentation sessions. The moderator of your session will reach out to you and is also listed on symposium agenda on the WiE GWEN website. Below are the names and emails of the GWEN LT members.
   - Olivia Brandt: obrandt@purdue.edu
   - Burla Ondes: bondes@purdue.edu
   - Elizabeth Sanders: sande117@purdue.edu
   - Anne Serban: aserban@purdue.edu

6. **Are there any formatting guidelines for presentations?**
   There is not a GWEN Symposium PowerPoint template. There is no uniform formatting that each presentation needs to follow. Departments may have a PowerPoint template that can be downloaded and use, if desired. Please see your details email for directions for your particular presentation.

7. **What AV equipment will be available for use?**
   Each room will have a computer, a projector screen, and a clicker that are available for use.

8. **Why are alumni giving feedback?**
   Each person doing a presentation will be given feedback on their presentation from an alumna who will be attending your session. This feedback will be given to help you understand where
your presentation strengths are and what areas could use improvement. The feedback will be
given to you after the presentation session is over.

9. **Will presentations be recorded?**
   No. This is an in-person, live event with no recording option.

10. **How much time for questions is there?**
    Timing of questions and presentations will be tracked by the session moderator and range from
    2 – 4 minutes. Details are provided in your details email.

**Poster Questions**

1. **What dimensions should my poster be?**
   Posters should be 3 feet by 4 feet.

2. **When do I need to set up my poster?**
   Details will be provided by the session moderator. We will have magnetic poster boards and
   magnets to display posters.

3. **What should I say during my 2-minute poster speech?**
   All poster presenters will be asked to deliver a 2-minute overview at the beginning of the poster
   session. This 2-minute talk is your pitch for people to come visit your poster. You should say
   your name, the title of the poster, and a catchy summary of your poster with one PowerPoint
   slide.

4. **Do I need to submit my slide beforehand?**
   Please submit your one PowerPoint slide in PowerPoint format by 11:59PM on Sunday, February
   5, 2023 to the moderator for your specific session.