

**ANNUAL  
BECKMAN SYMPOSIUM  
GENERAL PRESS KIT**

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### **About the Annual Beckman Symposium**

The Beckman Symposium is an annual event where Arnold and Mabel Beckman Foundation program awardees present their newest research findings as poster or oral presentations. Developed to promote sharing of scientific knowledge and to foster collaboration, attendees are given opportunities to network, learn about a broad range of research topics from their peers, and discuss career tips with invited experts from academia, industry, and medicine.

The agenda for each Symposium is carefully composed to feature content that showcases the Foundation's national and local Program Awardees, and Instrumentation Grantees, along with a research poster hall and networking opportunities.

The Arnold and Mabel Beckman Foundation is committed to providing a safe, productive, and welcoming environment for Symposium guests. All participants are expected to abide by the Foundation's Code of Conduct when spending time with other Foundation awardees, colleagues in their field, distinguished scientists from across the United States, and other guests of the Foundation (both online and in-person). The guidelines are intended to ensure that all participants have a pleasant and productive event, free from disruptions.

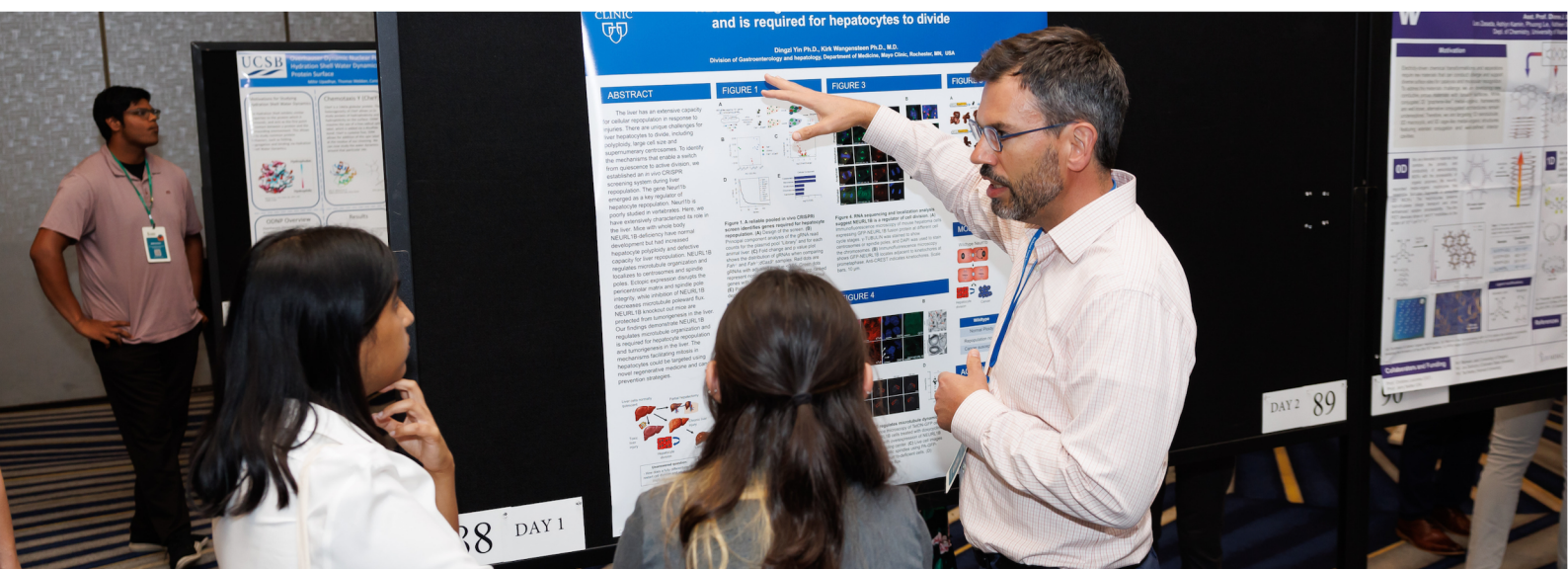
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ARNOLD & MABEL

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## Poster Presentations

The Foundation contacts poster presenters via email with a request for information. Prior to each symposium event, poster presenters are assigned a number and a poster program with abstracts and titles is made available to all attendees.

### *General Guidelines for Preparing the Research Poster*

Poster Presenters prepare a 4'x4' square (48 inches x 48 inches) research poster, printed in advance of the event either on paper or fabric. All posters include the presenter's name, research title, institution and the Arnold and Mabel Beckman Foundation logo.

The Poster Presenter sets up their poster upon arrival at Symposium. Push pins are provided in the poster hall, along with the printed list of number assignments which indicate the easel location for each poster. Presenters should be present in the hall, near their poster, during their assigned date and time to make their presentations. At the conclusion of the poster session, all presenters must remove their posters. Any posters remaining will undergo disposal; the Foundation does not hold nor ship posters.



## Slideshow Presentations

The deadline to submit slideshow presentations for a symposium event is generally about 4 weeks in advance. Slideshow presentation PPT and PDF files are emailed to the Symposium Coordinator.

### *General Guidelines for Preparing a Slideshow Presentation*

The Foundation invites numerous speakers to deliver presentations during Symposium sessions. Instructions for each session vary. Examples are show here:

#### Keynote Presentation Speaker (Invited Speaker):

- A 45-minute technical presentation on the speaker's research or Foundation-specified topic and, if applicable, how their Beckman Foundation grant award influenced their research and/or career and advice for those just starting on their journey.
- PPT slides are optional but encouraged.
  - No Prezi or other presentation formats.
  - No edits made after the presentation is submitted.
  - No personal laptops.

#### Plenary Sessions Speakers (Bio/Chem Talks from Selected BYIs, AOB Postdocs, and BSPs):

- A 10-minute (max.) presentation of the awardee's research; with up to 3 minutes of Q+A to follow.
- Structured for a general audience, avoiding jargon and use of acronyms without explanation.
  - All work on the PPT slides must be original to the awardee and cannot be generated by a professional. Images must be properly attributed.



### **Slideshow Presentations – continued**

- No Prezi or other presentation formats.
- No edits made after the presentation is submitted.
- No personal laptops.
- Presentation order, date, and session location announced in advance.

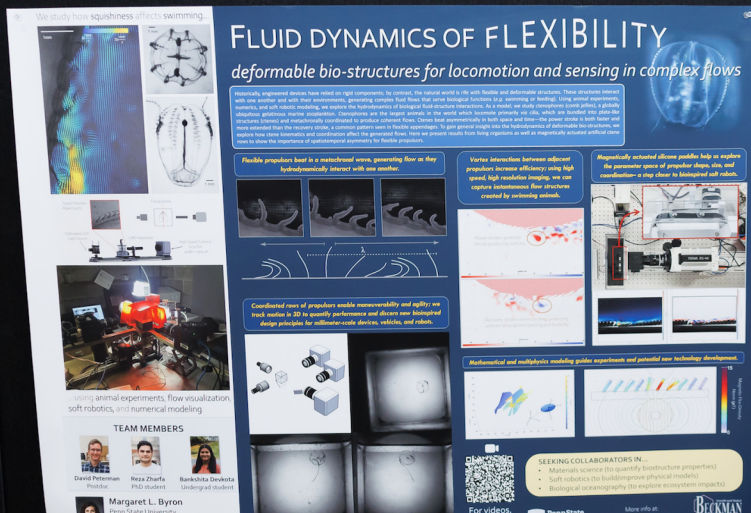
### **Beckman Briefings Speakers:**

A 3-minute presentation including the AOB Postdoctoral Fellow's name, institution, explanation of their research and findings, and its significance.

- Delivered to an audience of fellow postdocs and geared to be easily understood by everyone, regardless of their specific science background; avoiding use of jargon or acronyms.
- Includes a PowerPoint presentation with a maximum of three slides, not including a title slide.
  - All work on the slides must be original to the awardee and cannot be generated by a professional. Images must be properly attributed.
  - No Prezi or other presentation formats.
  - No edits made after the presentation is submitted.
  - No personal laptops.
  - The order of presentations is alphabetical, based on last name.

### **Career Trajectory Panelists (Invited Speakers from Academia, Industry, and Medicine):**

- A 15-minute presentation referencing the speaker's own academic and professional journeys followed by a joint 30-minute Q+A panel discussion.
- PPT slides are optional but encouraged.
  - Presentation points may include details about academic matriculation, academic/professional background, connection to the Foundation,



## Slideshow Presentations – continued

and/or helpful tips and insight discovered along the way.

- Offered to audience of Beckman Scholars (undergraduate researchers).
- PPT slides are optional but encouraged.
  - No Prezi or other presentation formats.
  - No edits made after the presentation is submitted.
  - No personal laptops.

## Panel Discussions (Invited Speakers):

- A 15-minute presentation followed by a joint 30-minute Q+A panel discussion.
- PPT slides are optional but encouraged.
  - Presentation points may include details about the speaker’s academic/professional background, and helpful tips and insight discovered along the way.
  - No Prezi or other presentation formats.
  - No edits made after the presentation is submitted.
  - No personal laptops.



## **Event Program**

The Beckman Symposium Speaker Program with Agenda is emailed to attendees one week ahead of symposium events. The document is added to the Foundation's website at the same time. All session times listed in the program align with the event location.

## **Timeline**

The Foundation's timeline of activities leading up to the Symposium is fluid and subject to change. However, it typically runs similarly to the following:

### *December*

Save the Date Issued for Next Year's Symposium

### *March*

Call for Plenary Speakers Issued

### *April*

Poster Info Request Issued for Group 1

Registration Opened for Group 1

BYI and AOB Postdoc Plenary Speaker Volunteers Due

### *May*

BSP Plenary Speaker Nominations Due

Selected Plenary Speakers Notified

Poster Info Due for Group 1

Registration Opened for Group 2

Poster Info Request Issued for Group 2

### *June*

Poster Info Due for Group 2

### *July*

Slideshow Presentations Due for All Groups

Event Program Emailed to Attendees and Posted to Website

### *August*

Symposium Event Takes Place



## **Frequently Asked Questions (FAQ)**

Q: Is there a virtual component?

A: While we offered a virtual event during the height of COVID-19, this year's events are in-person and do not include virtual components.

Q: How can I get started early with registration and other details?

A: Please wait to receive the registration invite and instructions via email. Early registration and travel booking is not available and each group will be assigned to a specific registration window.

Q: How do I know if I'm part of Group 1 or Group 2 for registration and posters?

A: The Symposium Coordinator(s) will send an instructional email that identifies the group you are part of; please wait for this email. If you have been selected as an awardee during the current calendar year, reporting info from your institution may be due in mid- to late-May based on our deadlines, which would place you into Group 2. There is no dis/advantage to being in either group; all invited guests will be able to register.

Q: Can I see an agenda or event program?

A: Yes! We'll combine both into a single document and make it available about one week ahead of symposium. We'll also provide a Poster Program.

Q: If I have trouble navigating the space, can I get help?

A: Yes! Please come to the Registration area for help. There will also be hotel map signage displayed on-site during the event.

Q: Will there be someone to help with my slides or questions?

A: Yes! A member of our staff will be with you in the meeting space ahead of your presentation session. This is when an AV test will be done to make sure your slides are working as intended.

Q: What can I expect as a participant in this event?

A: Expect a combination of oral and poster presentations, topic- and program-specific breakout sessions, and some networking opportunities, along with games, food, and other fun.