



Meakins Work-in-Progress Guidelines

About our Work-in-Progress (WIP)

The WIP is for all Meakins graduate and postdoctoral trainees to share aspects of their research as it develops with their colleagues, including PIs, staff, and students.

The **goal** is to encourage our students to practice summarizing and communicating the research results they have gathered thus far. First year trainees are welcome to present their research plan and techniques, even if no results have been collected yet. Each trainee is expected to present at least one time per year.

The WIP schedule will be made each summer and trainees will be notified of their presentation date. The schedule will be updated throughout the year as needed. Trainees are **responsible** for presenting on their scheduled date. If a date switch is needed, the trainee is responsible for identifying another trainee to switch with. **No cancellations** are permitted. Supervisors are not obligated to be present during the WIP presentation.

How should a 20 minute oral presentation be structured?

- Introduce relevant background information so that the audience understands the significance of your project. In the case of a first-year student, the presentation must provide details of the planned thesis research.
- Present your research question and why it matters.
- Clearly describe how you conducted your research (not everyone in the audience is an expert on your technique or your field). Experimental methodology should be presented, but only at the level and to the extent that the data are understood.
- Explain what you found out and what it means. Potential “pitfalls” in the plan should be indicated, and how these will be addressed should be discussed.
- Conclude with a summary of your main points, as well as future directions of the work.

This is a great opportunity to think about the big picture

What are the main points you want to convey?

What do you want the audience to learn?

WIP Do's	WIP Don'ts
<ul style="list-style-type: none">• Highlight words and phrases you want to emphasize• Explain all content on your slides• Label all figures, tables, graphs appropriately (sample size, error bars, significance)• Use figures, tables, graphs to convey information clearly, not simply to show that you did the work• Rationale behind each specific aim and experiment should be explained	<ul style="list-style-type: none">• Never put too much information on the slides• Never use small text that no one can read• Don't include paragraphs of text• Don't forget to present each part of a figure/table – the audience must understand the interpretation of your results• Don't forget to have FUN!