GRAD WIE NETWORK: ANNUAL SYMPSOIUM

*F*requently *A*sked *Q*uestions – Presenting at the Symposium

1. **When is the Grad WiE Network Symposium?**
   Please see the Graduate Women in Engineering Network website for this year's symposium date. You will also find deadlines for abstract submission and registration.

2. **Do I need to register for the symposium?**
   Yes, all presenters must register for the symposium. Registration includes meals, drinks, and other perks throughout the day. The deadline for presenters to register for the symposium is in the email notifying you of your abstract's acceptance. Additional registration information and the registration link can be found on the Grad WiE Network website.

3. **Do I have to stay for the whole day?**
   No, but it is recommended that you stay the whole day to get the full benefit of the symposium. Also, registered College of Engineering graduate students who attend the opening plenary, all professional sessions, the keynote luncheon, and the closing reception will be eligible for the travel grant drawing for five prizes of $2,000 each. Names will be drawn at the end-of-day networking reception, and winners must be present to win.

4. **When will the travel grant winners be announced?**
   All presenters are eligible to win one of the Travel Grants. The travel grant winners will be announced at the closing reception. Recipients must be present to win.

5. **Can I see who else is presenting?**
   Yes, the presenters and the title of their talk will be available online under each session title on the program booklet, or the symposium abstract booklet. The program booklet and abstract booklet will be uploaded to the Graduate Women in Engineering Network website. You will receive a physical copy of the program booklet the day of the symposium.

6. **Is there a dress code?**
   Business casual or business formal.

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

8. **Where am I presenting?**
   Presentation rooms will be announced on the day of the event. This information will be located in the program booklet you receive when you check in to the symposium.

9. **How much before the talk do I need to be there?**
   At minimum, you are expected to attend the entire session that includes your presentation. You should arrive at least 15 minutes before your session. See the Grad WiE Network 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 before your talk.

10. **Do I need to submit my presentation beforehand?**
    Please submit your presentation in PowerPoint format to the moderator for your specific session the weekend before the symposium. Please see the email from your moderator for the specific date and time you must send your presentation by.

11. **Who is moderating the presentations?**
    The Grad WiE Network Leadership Team will be moderating the presentation sessions. The moderator of your session will email you once presentations have been assigned to a session. Please reach out to your moderator with any session-specific questions.

12. **Are there any formatting guidelines for presentations?**
    There is no Grad WiE Network Symposium PowerPoint template. Departments may have a PowerPoint template that can be downloaded and used if desired. Please see your abstract acceptance email for any directions specific to your talk type.

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

14. **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.

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

16. **How much time for questions is there?**
    The session moderator will track the timing of questions and presentations. The time allotted for questions will range from two to four minutes. Details will be provided in your abstract acceptance email.

17. **What if I have a question not listed on the FAQ?**
    Contact the Grad WiE Network Leadership Team at wiepgwen@purdue.edu or your session moderator once those have been assigned.